

Specifically, the vendor is not registered in the System for Award Management (SAM). In order for any vendor to receive a contract from the federal government, they must be registered in this system. The vendor seems to be reluctant to register.

George had been working with the vendor on this. I have a call into the vendor as they may need assistance in completing the forms.

Will update you as soon as I hear from the vendor.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 (mobile)

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**From:** Wilcox, Jahan  
**Sent:** Thursday, September 28, 2017 3:02 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Cc:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Subject:** Definers -- Clips  
**Importance:** High

Where are we on this and when can we get this going? Today is a day where we could really use their help capturing clips in real time. This is very important and our wait and the process to do this has been way too long. Thank you!

Jahan Wilcox  
EPA  
Strategic Communications Advisor  
Work Cell: Personal Phone / Ex. 6  
Work Email: [wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)



**To:** Wilcox, Jahan[wilcox.jahan@epa.gov]  
**From:** Joe Pounder  
**Sent:** Wed 10/18/2017 8:30:33 PM  
**Subject:** Re: FW: Definers -- Clips

cool. cool.

On Wed, Oct 18, 2017 at 4:25 PM, Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)> wrote:

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**From:** Grantham, Nancy  
**Sent:** Wednesday, October 18, 2017 4:24 PM  
**To:** Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>  
**Cc:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** Re: Definers -- Clips

We are just finishing the statement of work with the contracting office and then they have to advertise it for 5 days to justify "sole sourcing"

this to Definers, due to the high \$ value of the contract, to make sure another vendor doesn't say they can do the same thing.

Thx ng

Sent from my iPhone

On Oct 18, 2017, at 4:13 PM, Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)> wrote:

Guys we've been working on this since June. I don't know if the problem is with Definers or EPA but let's get this done, asap. No more delays.

---

**From:** Wilcox, Jahan  
**Sent:** Thursday, September 28, 2017 6:27 PM  
**To:** Joe Pounder <[jpounder@definerscorp.com](mailto:jpounder@definerscorp.com)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Subject:** Re: Definers -- Clips

Great. Adding Nancy and Liz.

On Sep 28, 2017, at 4:11 PM, Joe Pounder <[jpounder@definerscorp.com](mailto:jpounder@definerscorp.com)> wrote:

We're fully registered...

On Thu, Sep 28, 2017 at 3:29 PM, Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)> wrote:

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**From:** Grantham, Nancy  
**Sent:** Thursday, September 28, 2017 3:29 PM  
**To:** Wilcox, Jahan <[wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)>  
**Cc:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Definers -- Clips

HI –

Working with contracts on this – here is the remaining issue that the contracting officer brought to me yesterday --

Specifically, the vendor is not registered in the System for Award Management (SAM). In order for any vendor to receive a contract from the federal government, they must be registered in this system. The vendor seems to be reluctant to register.

George had been working with the vendor on this. I have a call into the vendor as they may need assistance in completing the forms.

Will update you as soon as I hear from the vendor.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

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**From:** Wilcox, Jahan



**Sent:** Thursday, September 28, 2017 3:02 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Cc:** Bowman, Liz <[Bowman.Liz@epa.gov](mailto:Bowman.Liz@epa.gov)>  
**Subject:** Definers -- Clips  
**Importance:** High

Where are we on this and when can we get this going? Today is a day where we could really use their help capturing clips in real time. This is very important and our wait and the process to do this has been way too long. Thank you!

Jahan Wilcox  
EPA  
Strategic Communications Advisor  
Work Cell: Personal Phone / Ex. 6  
Work Email: [wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)

--

Joe Pounder

[jpounder@definerscorp.com](mailto:jpounder@definerscorp.com)  
[571-290-5460](tel:571-290-5460)

--  
Joe Pounder  
[jpounder@definerscorp.com](mailto:jpounder@definerscorp.com)  
[571-290-5460](tel:571-290-5460)

**To:** Araujo, Javier[Araujo.Javier@epa.gov]  
**From:** Gosnell, Jody  
**Sent:** Mon 8/14/2017 1:33:31 PM  
**Subject:** FW: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

FYi

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

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**From:** Quarles, Michael  
**Sent:** Monday, August 14, 2017 7:57 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; McCluney, Lance <[McCluney.Lance@epa.gov](mailto:McCluney.Lance@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Subject:** RE: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Sure thing.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Gosnell, Jody  
**Sent:** Monday, August 14, 2017 7:56 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; McCluney, Lance <[McCluney.Lance@epa.gov](mailto:McCluney.Lance@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Subject:** RE: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Hi Michael,

Can we talk now?

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

**From:** Quarles, Michael  
**Sent:** Monday, August 14, 2017 7:54 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; McCluney, Lance <[McCluney.Lance@epa.gov](mailto:McCluney.Lance@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Subject:** RE: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Hi Jody,

I am available today to discuss these issues. Please give me a call. Thanks.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

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**From:** Gosnell, Jody  
**Sent:** Friday, August 11, 2017 2:23 PM  
**To:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; McCluney, Lance <[McCluney.Lance@epa.gov](mailto:McCluney.Lance@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Subject:** RE: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Hello All,

I am reviewing the information submitted for PR-OA-17-00132 for the Media clips Services. **Deliberative Process / Ex. 5**  
**Deliberative Process / Ex. 5**  
Rising Corp. is not sufficient. **Deliberative Process / Ex. 5**  
for Javier Araujo and George Hull. Donna Dews also tried to contact George and has not been successful. **Deliberative Process / Ex. 5**  
**Deliberative Process / Ex. 5** **Deliberative Process / Ex. 5**  
**Deliberative Process / Ex. 5** Can someone please contact me or Donna Dews to discuss the missing documents in order to move forward with processing this PR. Jody

From: **Deliberative Process / Ex. 5**  
Date: May 22, 2017  
Subject: Media Monitoring Services In 2017-2018

**Requisition No.:** PR-OA-17-00132 (released in EAS)  
**Requirement Need:** Media Clips Services (former order EP-16-H-000137)  
**Need Date:** July 7, 2017  
**Quality Control Review (QCR) Findings:** Missing a sole source justification and a multiple appropriation form

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gossnell.jody@epa.gov](mailto:gossnell.jody@epa.gov)*

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**From:** Brown, Rayna

**Sent:** Monday, July 24, 2017 1:56 PM

**To:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>; Legare, Pamela <[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>; Stewart, Keith <[Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)>; Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>; Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; McCluney, Lance <[McCluney.Lance@epa.gov](mailto:McCluney.Lance@epa.gov)>

**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Good morning Kimberly, Pamela, and Keith/Lottie,

On behalf of my Office of the Administrator (OA) clients, the OA Champions are requesting OAM's approval to process the following two (2) untimely PRs as they are being requested by or in direct support of the Administrator and/or John Showman:

**Requisition No.:** PR-OA-17-00137 (pending uploading of requisite documents and release in EAS)

**Requirement Need:** Privacy booth for the Administrator

**Need Date:** ASAP. No later than 30 calendar days.

**Quality Control Review (QCR) Findings:** Pending a released PR.

**Requisition No.:** PR-OA-17-00132 (released in EAS)

**Requirement Need:** Media Clips Services (former order EP-16-H-000137)

**Need Date:** July 7, 2017

**Quality Control Review (QCR) Findings:** Missing a sole source justification and a multiple appropriation form

Additionally, we have received an IAA for the Administrator to travel this Thursday that needs to be processed ASAP, so my staff is moving forward with this action as a priority. Please advise. Thank you and have a great afternoon! ☺

Kind regards,

Rayna D. Brown

Service Center Manager

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

(202) 564.6025 Office

**To:** Bowman, Liz[Bowman.Liz@epa.gov]  
**Cc:** Wilcox, Jahan[wilcox.jahan@epa.gov]; Graham, Amy[graham.amy@epa.gov]; Konkus, John[konkus.john@epa.gov]  
**From:** Ferguson, Lincoln  
**Sent:** Tue 6/6/2017 4:00:02 PM  
**Subject:** Re: Something we should push on social and twitter

Should we be sharing content from America Rising?

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Sent from my iPhone

On Jun 6, 2017, at 11:08 AM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

Nice.

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**From:** Wilcox, Jahan  
**Sent:** Tuesday, June 6, 2017 10:37 AM  
**To:** Graham, Amy <graham.amy@epa.gov>; Konkus, John <konkus.john@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>  
**Subject:** Something we should push on social and twitter

<http://arsquared.org/pruitt-goes-on-offense-in-msnbc-interview-fact-checks-misinformed-hosts/>

Jahan Wilcox  
EPA  
Strategic Communications Advisor  
Work Cell: [Personal Phone / Ex. 6]  
Work Email: [wilcox.jahan@epa.gov](mailto:wilcox.jahan@epa.gov)

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Plater, Lottie[Plater.Lottie@epa.gov]  
**From:** Donna Dews  
**Sent:** Wed 12/13/2017 10:13:10 AM  
**Subject:** [REDACTED] Personal Matters / Ex. 6

Hi Rayna

[REDACTED] **Personal Matters / Ex. 6**

Elaine

Scott has access to file and Jessica Wilson, if you need to look at it in EAS, EP-18-H-000025. For the Nancy Grantham question as to when the service will begin. I believe from SOW which is in supporting documents- it was 30 or 60 days after award. Lottie has the number for Special Notice. I am unable to access my Environmental Protection email. If I could I would forward you my sent emails.

[REDACTED] Personal Matters / Ex. 6

[REDACTED] **Personal Matters / Ex. 6**

[REDACTED] **Personal Matters / Ex. 6**

Donna Dews

**To:** Grantham, Nancy[Grantham.Nancy@epa.gov]  
**Cc:** Dews, Donna[Dews.Donna@epa.gov]; McCluney, Lance[McCluney.Lance@epa.gov]  
**From:** Quarles, Michael  
**Sent:** Fri 12/8/2017 1:34:27 PM  
**Subject:** Re: Distribution of EP-18-H-000025 - A more legible copy

Okay will do.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 1104A  
(202) 343-9970

On Dec 8, 2017, at 8:33 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

As soon as you tell us we can thanks

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

**Personal Phone / Ex. 6**

**(mobile)**

---

**From:** Quarles, Michael  
**Sent:** Friday, December 08, 2017 8:04 AM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** McCluney, Lance <McCluney.Lance@epa.gov>  
**Subject:** RE: Distribution of EP-18-H-000025 - A more legible copy

Hi Nancy,

Donna is out today. The effective date was yesterday. I will double check to make sure it has gone through all the appropriate systems for use. When do you need to start using it?

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 08, 2017 7:59 AM  
**To:** Quarles, Michael <Quarles.Michael@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>  
**Subject:** FW: Distribution of EP-18-H-000025 - A more legible copy

Does this mean that the contract has been awarded? When can we start using it? Thanks much ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

**From:** Julia Cotrone [<mailto:jcotrone@definercorp.com>]

**Sent:** Thursday, December 07, 2017 6:03 PM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>

**Cc:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Group DDC-Customer <[DDC-Customer@epa.gov](mailto:DDC-Customer@epa.gov)>; Wilson, Jessica <[Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)>; Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>; Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>

**Subject:** Re: Distribution of EP-18-H-000025 - A more legible copy

Thank you, Donna! Attached is signed award -  
Please let me know if theres anything else we need to do on our end to process the award.

On Thu, Dec 7, 2017 at 5:43 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:  
Oops!!!Here is a better copy.

The attached is for award. Thanks so much!!!

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
[202-564-6752](tel:202-564-6752) (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

--

**Julia Cotrone**

O: 571.290.5461 | C: **Personal Phone / Ex. 6**



**To:** Davis, Derek[Davis.Derek@epa.gov]  
**From:** Dews, Donna  
**Sent:** Mon 5/14/2018 4:14:36 PM  
**Subject:** RE: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Derek

I have no idea. Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
Dews.donna@epa.gov

-----Original Message-----

From: Davis, Derek  
Sent: Monday, May 14, 2018 12:13 PM  
To: Dews, Donna <Dews.Donna@epa.gov>  
Subject: RE: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Hi Donna,

Did we already receive a PR to close this purchase order out? What's the status?

Derek Davis  
Contracting Officer  
Program Contract Service Center  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code: 3805R  
Phone: (202) 564-1074

-----Original Message-----

From: Dews, Donna  
Sent: Monday, May 14, 2018 12:10 PM  
To: Davis, Derek <Davis.Derek@epa.gov>  
Cc: Dolan, Sheila <dolan.sheila@epa.gov>  
Subject: FW: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Derk

I forgot to copy you when sent to Sheila. The file is still with FOIA office internally. FYI.

-----Original Message-----

From: Dews, Donna  
Sent: Monday, May 14, 2018 7:56 AM  
To: Dolan, Sheila <dolan.sheila@epa.gov>  
Cc: Brown, Rayna <brown.rayna@epa.gov>  
Subject: FW: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Hi Sheila

**Deliberative Process / Ex. 5**

**Deliberative Process / Ex. 5** This was probably 4 or 5 ago before new position was taken and responsibility of then service center manager. Advise.

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
Dews.donna@epa.gov

months before new position was taken. Advise.

-----Original Message-----

From: Brown, Rayna  
Sent: Monday, May 14, 2018 6:49 AM  
To: Dews, Donna <Dews.Donna@epa.gov>; Gosnell, Jody <Gosnell.Jody@epa.gov>  
Cc: Dolan, Sheila <dolan.sheila@epa.gov>  
Subject: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Hello Donna,

I hope all is well with you. Given that I am no longer supporting PCSC and this pending modification is a basic modification to officially close out the terminated order that was protested, there is no reason that I have to be the person to complete the transaction. Therefore, please coordinate internally within PCSC to complete this action. If you want me to delete it then please let me know as someone in PCSC may want to start the mod from scratch under their purview or may conclude that the action/modification is not needed. Please consult with Jody and/or Sheila and let me know if I'm deleting the mod or not.

Thanks and have a nice day!

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA) OAM/HPOD/Pre-Award Solutions Team  
(202) 564.6025 Office

-----Original Message-----

From: EAS.System@epamail.epa.gov [mailto:EAS.System@epamail.epa.gov]  
Sent: Sunday, May 13, 2018 6:44 AM

To: Brown, Rayna <brown.rayna@epa.gov>

Subject: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Purchase Order EP-18-H-000025 (P00002) has been in your inbox for 83 working days awaiting your review.

Please review the Purchase Order and take appropriate action at your earliest convenience. You may access PRISM by clicking <https://eas.epa.gov/>.

**To:** Donna Dews[aspirebywhynot@gmail.com]; Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Plater, Lottie[Plater.Lottie@epa.gov]; Gosnell, Jody[Gosnell.Jody@epa.gov]  
**From:** Brown, Rayna  
**Sent:** Wed 12/13/2017 12:10:52 PM  
**Subject:** Personal Matters / Ex. 6

**Personal Matters / Ex. 6**

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC  
(202) 564.6025 Office

-----Original Message-----

From: Donna Dews [mailto:aspirebywhynot@gmail.com]  
Sent: Wednesday, December 13, 2017 5:13 AM  
To: Brown, Rayna <brown.rayna@epa.gov>; Stewart, Keith <Stewart.Keith@epa.gov>  
Cc: Plater, Lottie <Plater.Lottie@epa.gov>  
Subject: Personal Matters / Ex. 6

Hi Rayna

**Personal Matters / Ex. 6**

Elaine Scott has access to file and Jessica Wilson, if you need to look at it in EAS, EP-18-H-000025. For the Nancy Grantham question as to when the service will begin. I believe from SOW which is in supporting documents- it was 30 or 60 days after award. Lottie has the number for Special Notice. I am unable to access my Environmental Protection email. If I could I would forward you my sent emails. Personal Matters / Ex. 6

**Personal Matters / Ex. 6**

**Personal Matters / Ex. 6**

**Personal Matters / Ex. 6**

Donna Dews

**To:** Gosnell, Jody[Gosnell.Jody@epa.gov]  
**Cc:** Dolan, Sheila[dolan.sheila@epa.gov]; Dews, Donna[Dews.Donna@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]  
**From:** Davis, Derek  
**Sent:** Mon 5/14/2018 4:06:03 PM  
**Subject:** RE: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Sure, no problem Jody.

Derek Davis  
Contracting Officer  
Program Contract Service Center  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code: 3805R  
Phone: (202) 564-1074

-----Original Message-----

From: Gosnell, Jody  
Sent: Monday, May 14, 2018 12:04 PM  
To: Davis, Derek <Davis.Derek@epa.gov>  
Cc: Dolan, Sheila <dolan.sheila@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>  
Subject: FW: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Hi Derek,

Can you please assist Donna with this. The mod needs to be processed/completed and not deleted. Donna will need to change the CO from Rayna to you. I already gave you access. Thanks, Jody

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division Office of Acquisition Management  
Office: (202) 564-4353  
Email: gosnell.jody@epa.gov

-----Original Message-----

From: Brown, Rayna  
Sent: Monday, May 14, 2018 6:49 AM  
To: Dews, Donna <Dews.Donna@epa.gov>; Gosnell, Jody <Gosnell.Jody@epa.gov>  
Cc: Dolan, Sheila <dolan.sheila@epa.gov>  
Subject: ACTION >> FW: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Hello Donna,

I hope all is well with you. Given that I am no longer supporting PCSC and this pending modification is a basic modification to officially close out the terminated order that was protested, there is no reason that I have to be the person to complete the transaction. Therefore, please coordinate internally within PCSC to complete this action. If you want me to delete it then please let me know as someone in PCSC may want to start the mod from scratch under their purview or may conclude that the action/modification is not needed. Please consult with Jody and/or Sheila and let me know if I'm deleting the mod or not.

Thanks and have a nice day!

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA) OAM/HPOD/Pre-Award Solutions Team  
(202) 564.6025 Office

-----Original Message-----

From: EAS.System@epamail.epa.gov [mailto:EAS.System@epamail.epa.gov]  
Sent: Sunday, May 13, 2018 6:44 AM  
To: Brown, Rayna <brown.rayna@epa.gov>  
Subject: PRISM Workflow Reminder regarding Purchase Order EP-18-H-000025 (P00002)

Purchase Order EP-18-H-000025 (P00002) has been in your inbox for 83 working days awaiting your review.

Please review the Purchase Order and take appropriate action at your earliest convenience. You may access PRISM by clicking <https://eas.epa.gov/>.

Message

**From:** Gosnell, Jody [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4F489F642C624968AC8785B093B42381-JGOSNELL]  
**Sent:** 8/11/2017 8:39:14 PM  
**To:** Brown, Rayna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4fbceecd71da4930b2f0aa5e247b46b1-Brown, Rayna]  
**Subject:** RE: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Rayna,

# Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Please advise. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gossnell.jody@epa.gov](mailto:gossnell.jody@epa.gov)*

---

**From:** Brown, Rayna  
**Sent:** Monday, July 24, 2017 1:56 PM  
**To:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Stewart, Keith <Stewart.Keith@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>  
**Cc:** Gosnell, Jody <Gosnell.Jody@epa.gov>  
**Subject:** OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Good morning Kimberly, Pamela, and Keith/Lottie,

On behalf of my Office of the Administrator (OA) clients, the OA Champions are requesting OAM's approval to process the following two (2) untimely PRs as they are being requested by or in direct support of the Administrator and/or John Showman:

**Requisition No.:** PR-OA-17-00137 (pending uploading of requisite documents and release in EAS)

**Requirement Need:** Privacy booth for the Administrator

**Need Date:** ASAP. No later than 30 calendar days.

**Quality Control Review (QCR) Findings:** Pending a released PR.

**Requisition No.:** PR-OA-17-00132 (released in EAS)

**Requirement Need:** Media Clips Services (former order EP-16-H-000137)

**Need Date:** July 7, 2017

**Quality Control Review (QCR) Findings:** Missing a sole source justification and a multiple appropriation form

Additionally, we have received an IAA for the Administrator to travel this Thursday that needs to be processed ASAP, so my staff is moving forward with this action as a priority. Please advise. Thank you and have a great afternoon! 😊

Kind regards,

Rayna D. Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC  
(202) 564.6025 Office



**To:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Donna Dews  
**Sent:** Tue 12/12/2017 8:07:53 PM  
**Subject:** Fwd: Out sick today

Hi Rayna

I will try and make it tomorrow. **Personal Matters / Ex. 6**  
**Personal Matters / Ex. 6** The file is in my overhead. I  
might have locked it. **Deliberative Process / Ex. 5**  
**Deliberative Process / Ex. 5** Nancy Grantham and OA  
wanted to know when services start. I will check my email and forward  
to you all. Sorry.

----- Forwarded message -----  
From: Donna Dews <aspirebywhynot@gmail.com>  
Date: Tue, 12 Dec 2017 07:33:47 -0500  
Subject: Out sick today  
To: Rayna Brown <brown.rayna@epa.gov>

Rayna

**Personal Matters / Ex. 6**

Donna Dews

**To:** Stewart, Keith[Stewart.Keith@epa.gov]  
**From:** Brown, Rayna  
**Sent:** Wed 9/5/2018 5:53:32 PM  
**Subject:** Today's Bi-Weekly Discussion Topics

Hello Keith,

While I was waiting for you for our rescheduled bi-weekly, here's some topics I hope we are able to discuss today:

**BI-WEEKLY MEETING**  
Wednesday, September 5, 2018

**I. Personnel Matters**

- a. **Deliberative Process / Ex. 5**

**Deliberative Process / Ex. 5**

**II. Operational Matters**

**Deliberative Process / Ex. 5**

**III. Administrative and Miscellaneous Matters**

**Personal Matters / Ex. 6**

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/Pre-Award Solutions Team  
(202) 564.6025 Office

**To:** Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Donna Dews  
**Sent:** Wed 12/13/2017 12:37:21 AM  
**Subject:** Re:

Hi Keith/Rayna

Feeling a little better.

I sent him a copy of the notice and he was questioning why there was no date and he was unable to access the notice. My file shows others who were able to access notice as an RFI to FBO and Fedconnect. He wants to [REDACTED] **Deliberative Process / Ex. 5**

[REDACTED] **Deliberative Process / Ex. 5** See you all tomorrow.

Donna

On 12/12/17, Stewart, Keith <Stewart.Keith@epa.gov> wrote:

> Thanks Donna

>

> I am actually looking the amended special notice that was posted. I have a contractor asking it.

>

> -----Original Message-----

> From: Donna Dews [mailto:[REDACTED] **Personal Email / Ex. 6**]

> Sent: Tuesday, December 12, 2017 3:27 PM

> To: Brown, Rayna <brown.rayna@epa.gov>; Stewart, Keith

> <Stewart.Keith@epa.gov>

> Subject:

>

> Rayna

>

> [REDACTED] **Personal Matters / Ex. 6**

> My personal email is [REDACTED] **Personal Email / Ex. 6** I checked my email and I had not gotten an email from Definers. As I said in my personal email, we were waiting on Definers to send a service start date and amended quote. There was nothing in my work mail to indicate they had amended their quote. Sorry for any inconvenience. I will get file to Keith and all who want to see it tomorrow when I return to the office and follow up with Julia Coltrone at Definers.

>

> Thank you.

>

> Donna Dews

>

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]  
**From:** Donna Dews  
**Sent:** Tue 12/12/2017 8:26:48 PM

Rayna

**Personal Matters / Ex. 6**

My personal email is [Personal Email / Ex. 6] I checked my email and I had not gotten an email from Definers. As I said in my personal email, we were waiting on Definers to send a service start date and amended quote. There was nothing in my work mail to indicate they had amended their quote. Sorry for any inconvenience. I will get file to Keith and all who want to see it tomorrow when I return to the office and follow up with Julia Coltrane at Definers.

Thank you.

Donna Dews

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]; Pakula, Kenneth[Pakula.Kenneth@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]; Patrick, Kimberly[Patrick.Kimberly@epa.gov]  
**Cc:** Zemel, Avital[Zemel.Avital@epa.gov]; McGraw, Sara[McGraw.Sara@epa.gov]  
**From:** Madison, Tommie  
**Sent:** Tue 12/19/2017 3:45:32 PM  
**Subject:** FW: B- 415800-2 FW: Bid protest for EPA contract EP18H000025  
[Bid protest for EPA contract EP18H000025.pdf](#)

Second email – Protest #B-415800-2

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

---

**From:** Protests@gao.gov [mailto:Protests@gao.gov]  
**Sent:** Tuesday, December 19, 2017 9:51 AM  
**To:** Madison, Tommie <Madison.Tommie@epa.gov>  
**Subject:** Registered: B- 415800-2 FW: Bid protest for EPA contract EP18H000025

This is a [Registered E-mail](#)<sup>®</sup> message from **Protests**.

---

This is a follow-up Email-- we now have a case-number

B- 415800-2

NOTE-- Protestor New Heights Communications

I am-- Kenneth Webb PLCG

---

**From:** David Arkush [mailto:darkush@citizen.org]  
**Sent:** Monday, December 18, 2017 5:12 PM  
**To:** Protests  
**Subject:** Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,  
David Arkush

---

**David J. Arkush | Managing Director**

Public Citizen's Climate Program  
215 Pennsylvania Ave SE, Washington, DC 20003  
**TEL:** 202.454.5132, **CELL:** Personal Phone / Ex. 6

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For more information about the Registered E-mail® service visit <http://www.rpost.com>

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]; Pakula, Kenneth[Pakula.Kenneth@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]; Patrick, Kimberly[Patrick.Kimberly@epa.gov]  
**Cc:** Zemel, Avital[Zemel.Avital@epa.gov]; McGraw, Sara[McGraw.Sara@epa.gov]  
**From:** Madison, Tommie  
**Sent:** Tue 12/19/2017 3:44:20 PM  
**Subject:** FW: B- 415800-1 FW: Bid protest for EPA contract EP18H000025  
[Bid protest for EPA contract EP18H000025.pdf](#)

This is the email sent from GAO with the protest number included (B-415800-1). The earlier email was sent before the number was assigned by GAO. Also, you will notice in the protest letter that there are two (2) protesters being represented by Public Citizen....which is the organization that sent the letter in on behalf of both protesters.

GAO sent two emails with two protest numbers (B-415800-1 and B-415800-2), although after I called GAO this morning they told me that one response addressing both protesters names would be sufficient once we respond. I will still send the other email for your records as well.

Thanks,

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

---

**From:** Protests@gao.gov [mailto:Protests@gao.gov]  
**Sent:** Tuesday, December 19, 2017 9:30 AM  
**To:** Madison, Tommie <Madison.Tommie@epa.gov>  
**Subject:** Registered: B- 415800-1 FW: Bid protest for EPA contract EP18H000025

This is a [Registered E-mail](#)<sup>®</sup> message from **Protests**.

---

This is a follow-up Email-- we now have a case-number

B- 415800-1

NOTE-- Protestor Fenton Communications

I am-- Kenneth Webb PLCG

---

**From:** David Arkush [mailto:darkush@citizen.org]  
**Sent:** Monday, December 18, 2017 5:12 PM  
**To:** Protests  
**Subject:** Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,  
David Arkush

---

**David J. Arkush | Managing Director**  
Public Citizen's Climate Program  
215 Pennsylvania Ave SE, Washington, DC 20003  
**TEL:** 202.454.5132, **CELL:** Personal Phone / Ex. 6

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For more information about the Registered E-mail® service visit <http://www.rpost.com>



**To:** Madison, Tommie[Madison.Tommie@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** McGraw, Sara[McGraw.Sara@epa.gov]; Zemel, Avital[Zemel.Avital@epa.gov]  
**From:** Pakula, Kenneth  
**Sent:** Tue 12/19/2017 1:59:59 PM  
**Subject:** RE: B- UNKNOWN FW: Bid protest for EPA contract EP18H000025  
[~WRD000.jpg](#)

The first paragraph says it was a grant -

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

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From: Madison, Tommie  
Sent: Tuesday, December 19, 2017 8:51 AM  
To: Brown, Rayna; Stewart, Keith; Pakula, Kenneth  
Subject: FW: B- UNKNOWN FW: Bid protest for EPA contract EP18H000025

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

From: Protests@gao.gov [mailto:Protests@gao.gov]  
Sent: Monday, December 18, 2017 5:24 PM  
To: Madison, Tommie <Madison.Tommie@epa.gov>  
Subject: Registered: B- UNKNOWN FW: Bid protest for EPA contract EP18H000025

[Image removed by sender. \*\*\*United States Government Accountability Office(R)registered E-mail \*\*\*]  
This is a Registered E-mail<<http://www.rpost.com>>® message from Protests.

---

Please note the enclosed Bid Protest-- B- UNKNOWN

Filed-- 18 DEC 2018 for 5:15pm

Agency Report Due Date-- 17 Jan 2018  
Case Decision Due Date-- 28 Mar 2018

I am-- Kenneth Webb PLCG

From: David Arkush [mailto:darkush@citizen.org]  
Sent: Monday, December 18, 2017 5:12 PM  
To: Protests  
Subject: Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,

David Arkush

---

David J. Arkush | Managing Director  
Public Citizen's Climate Program  
215 Pennsylvania Ave SE, Washington, DC 20003  
TEL: 202.454.5132, CELL: Personal Phone / Ex. 6

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For more information about the Registered E-mail® service visit <http://www.rpost.com> [Image removed by sender.]

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## CONTINUATION SHEET

REFERENCE NO OF DOCUMENT BEING CONTINUED  
EP-18-H-000025/P00001PAGE OF  
2 7NAME OF OFFEROR OR CONTRACTOR  
DEFIENERS CORP

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(6) Change the total firm-fixed-price from \$120,000.00 to \$0.00; (7) Change the Administrative Contracting Officer; and (8) Instruct the Contractor to acknowledge receipt of this modification and termination by completing, signing, dating and returning this modification.  Other Authorities for this Standard Form (SF) 30 Block 13: Administrative change as item (7) is considered an administrative changes that does not affect the substantive rights of the parties and item (8) is associated with an acknowledgement of this action.  This order is hereby terminated and cancelled in its entirety.  The Contractor hereby acknowledges receipt of this termination by signing below and shall immediately proceed with the following obligations pursuant to the Federal Acquisition Regulation (FAR) 52.212-4 Contract Terms and Conditions, Commercial Items clause (1) Termination for the Government's convenience:  <u>Joseph Boudier, Resident</u> Print Name & Title of Authorized Representative  Signature 12/19/17 Date  All other terms and conditions remains unchanged and in full force and effect. Max Expire Date: 12/19/2017 LIST OF CHANGES: Reason for Modification: Terminate for Convenience (complete or partial)  Period Of Performance End Date changed from 06-DEC-18 to 19-DEC-17  Total Amount for this Modification: -\$120,000.00 New Total Amount for this Version: \$0.00 Continued ...				

NSN 7540-01-152-0067

OPTIONAL FORM 336 (4-86)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.6

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## Brown, Rayna

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**From:** Julia Cotrone <jcotrone@definercorp.com>  
**Sent:** Tuesday, December 19, 2017 7:09 PM  
**To:** Brown, Rayna  
**Cc:** jpounder@definercorp.com; Dews, Donna; Scott Cotter  
**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]  
**Attachments:** EPA Definers Page 2 signed.pdf

Attached is signed copy of PO\_EP18H000025\_1\_HQ (7 pages). See page 2 for signature as requested. Please let us know if there are any additional steps we need to take on our end to complete this process. Otherwise please let us know when this process is 100% completed.

Thank you!

On Tue, Dec 19, 2017 at 4:47 PM, Julia Cotrone <jcotrone@definercorp.com> wrote:  
Received

On Tue, Dec 19, 2017 at 3:45 PM, Brown, Rayna <brown.rayna@epa.gov> wrote:

**Contractor:** Definers Corp

**Purchase Order No.:** EP-18-H-000025

**Purchase Order Modification No.:** P00001

**Purchase Order Title:** News Analysis Service

**Subject:** Unilateral Modification No. P00001

Please find attached modification P00001 to purchase order no. EP-18-H-000025 in order to cancel/terminate this order in its entirety via a Termination for the Government's Convenience effective December 19, 2017 and per the Contracting Officer's (CO's) conversation with Julia Cotrone with Definers Corp this morning. The Contractor shall immediately acknowledge receipt of this modification via email (please **DO NOT** include Group DDC-Customer) upon receipt of this email and correspondence and provide the signed page 2 of 7 to [brown.rayna@epa.gov](mailto:brown.rayna@epa.gov) and [dews.donna@epa.gov](mailto:dews.donna@epa.gov) within two (2) business days. Let me know if you have any questions.

Thank you and have a nice day! ☺

Kind regards,

Rayna Brown

Service Center Manager, Contracting Officer

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

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**Julia Cotrone**

O: 571.290.5461 | C: Personal Phone / Ex. 6

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**Julia Cotrone**

O: 571.290.5461 | C: Personal Phone / Ex. 6

## Brown, Rayna

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**From:** Julia Cotrone <jcotrone@definerscorp.com>  
**Sent:** Thursday, December 21, 2017 11:00 AM  
**To:** Brown, Rayna  
**Cc:** Dews, Donna; Scott Cotter  
**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]

Hi

I had sent the email below yesterday but am having difficulty finding in my email so I just wanted to resend to make sure you have and are aware.

Definers will not seek payment or assert our rights under FAR 52.212-4

Thanks

On Dec 20, 2017, at 11:45 AM, Julia Cotrone <jcotrone@definerscorp.com> wrote:

Definers will not seek payment or assert our rights under FAR 52.212-4

On Tue, Dec 19, 2017 at 10:45 PM, Brown, Rayna <brown.rayna@epa.gov> wrote:

Hello Julia,

Thank you for your prompt response and returning the signed subject modification. In terms of additional steps necessary to officially end the process will involve whether or not Definers Corp wants to assert its rights under FAR 52.212-4 (I) terms and conditions—see an excerpt of the applicable clause language below. If Definers Corp is seeking, as a matter of its right, the payment of money arising under or relating to this purchase order and termination, then please submit in writing to me as the Contracting Officer with a level of detail consistent with the FAR 52.212-4 and sufficient for a Contracting Officer to determine that the costs were fair, reasonable, allowable, allocable and the facts justify the requested recovery of costs in a termination settlement (e.g. demonstrates that all reasonable steps were taken to minimize the incurrence of costs allocable to the work covered by the order). A final bilateral modification will be issued to definitize this aspect of the termination even if Definers Corp indicates that no costs will be claimed under the order and/or pursuant to the termination.

Please notify me of Definer Corp's intent regarding this matter and the Government will act accordingly. Please let me know if you have any additional questions. Thank you kindly and have a great day!

### **FAR 52.212-4 Contract Terms and Conditions—Commercial Items.**

(I) **Termination for the Government's convenience.** The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work

**performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination** The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. **The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.**

Kind regards,

Rayna Brown

Service Center Manager, Contracting Officer

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

**From:** Julia Cotrone [mailto:[jcotrone@definerscorp.com](mailto:jcotrone@definerscorp.com)]

**Sent:** Tuesday, December 19, 2017 7:09 PM

**To:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>

**Cc:** [jpounder@definerscorp.com](mailto:jpounder@definerscorp.com); Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Scott Cotter <[scotter@definerscorp.com](mailto:scotter@definerscorp.com)>

**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]

Attached is signed copy of PO\_EP18H000025\_1\_HQ (7 pages). See page 2 for signature as requested.

Please let us know if there are any additional steps we need to take on our end to complete this process. Otherwise please let us know when this process is 100% completed.

Thank you!

On Tue, Dec 19, 2017 at 4:47 PM, Julia Cotrone <[jcotrone@definerscorp.com](mailto:jcotrone@definerscorp.com)> wrote:

Received

On Tue, Dec 19, 2017 at 3:45 PM, Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)> wrote:

**Contractor:** Definers Corp

**Purchase Order No.:** EP-18-H-000025

**Purchase Order Modification No.:** P00001

**Purchase Order Title:** News Analysis Service

**Subject:** Unilateral Modification No. P00001

Please find attached modification P00001 to purchase order no. EP-18-H-000025 in order to cancel/terminate this order in its entirety via a Termination for the Government's Convenience effective December 19, 2017 and per the Contracting Officer's (CO's) conversation with Julia Cotrone with Definers Corp this morning. The Contractor shall immediately acknowledge receipt of this modification via email (please **DO NOT** include Group DDC-Customer) upon receipt of this email and correspondence and provide the signed page 2 of 7 to [brown.rayna@epa.gov](mailto:brown.rayna@epa.gov) and [dews.donna@epa.gov](mailto:dews.donna@epa.gov) within two (2) business days. Let me know if you have any questions.

Thank you and have a nice day! ☺

Kind regards,

Rayna Brown

Service Center Manager, Contracting Officer

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

--

**Julia Cotrone**

O: [571.290.5461](tel:571.290.5461) | C: Personal Phone / Ex. 6

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**Julia Cotrone**

O: 571.290.5461 | C:

Personal Phone / Ex. 6

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**Julia Cotrone**

O: 571.290.5461 | C:

Personal Phone / Ex. 6

**To:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Smith, Michael  
**Sent:** Thur 9/6/2018 6:30:12 PM  
**Subject:** RE: Requested documents

Ms. Brown, good afternoon. I am still waiting on you to provide the SOW, contract award and bid file (all documents necessary to justify the sole-source contract), as they relate to the Definers Corporation. These need to be provided via email, in PDF form. Please let me know the status, as this is an official law enforcement request. Additionally, if there is some issue with my request, please relay that to me as well. Thank you.

V/r,

Michael S. Smith  
Special Agent  
EPA-OIG/OPR  
National Threat Coordinator  
Washington DC  
Desk – (202)566-9686  
Cell – Personal Phone / Ex. 6  
smith.michael-s@epa.gov

To report fraud, waste or abuse impacting EPA, please contact the EPA OIG Hotline via telephone numbers 202-566-2476 or 888-546-8740, fax 202-566-2599, or email at [oig\\_hotline@epa.gov](mailto:oig_hotline@epa.gov)

-----Original Message-----

From: Brown, Rayna  
Sent: Thursday, August 30, 2018 6:46 AM  
To: Smith, Michael <[Smith.Michael-S@epa.gov](mailto:Smith.Michael-S@epa.gov)>  
Subject: RE: Requested documents

Good morning Mr. Michael,

My intent, is to get you the information today as I was in meetings all day yesterday and I'm schedule to be in meetings all day today. To ensure I get you the right information, I would like to confirm you are requesting records for the purchase order no. EP-18-H-000025 that was awarded to Definers Corp on 12/07/2017 and later terminated on 12/19/2017. Also can you please clarify what you mean by "bid file"? I was the contracting officer (CO) of record for the termination action but was not the CO of record for the award of this order. Therefore, it may take more time to coordinate and respond completely to your request once I clarify and understand all of what you are looking for. Thank you and this is a top priority for me to handle.

Have a great day! ☐\*

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA) OAM/HPOD/Pre-Award Solutions Team  
(202) 564.6025 Office

-----Original Message-----

From: Smith, Michael



Sent: Thursday, August 30, 2018 6:38 AM  
To: Brown, Rayna <brown.rayna@epa.gov>  
Subject: Requested documents

Good morning. This is a follow-up email to the phone call and original email sent to you requesting the Definers contract, SOW and Bid file. I have not received any of the above requested documentation. So there is no confusion, please understand that this is an official request from the Office of Inspector General, Office of Investigation. This is NOT an audit function, so please do not delay transmittal of these documents any further. If you have any questions or concerns, please contact me immediately.

Michael Smith  
Special Agent  
Office of Inspector General  
(202)566-9686-office  
Personal Phone / Ex. 6 cell  
smith.michael-s@epa.gov

**To:** Stewart, Keith[Stewart.Keith@epa.gov]  
**From:** Brown, Rayna  
**Sent:** Wed 1/10/2018 9:25:37 PM  
**Subject:** Re: Definers Media Services

Will do. I'll have to defer a conversation I was hoping to have with you until you return. Thanks and have a great extended holiday weekend!

Kind regards,

Rayna Brown

Service Center Manager

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

(202) 564.6025 Office

On Jan 10, 2018, at 4:10 PM, Stewart, Keith <[Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)> wrote:

Rayna,

Celia may come back for additional information. If she does, I need you to take the lead and coordinate with Lottie and Elaine. Thanks

Keith Stewart, Division Director

Phone: 202-564-1286

Cell: Personal Phone / Ex. 6

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Brown, Rayna[brown.rayna@epa.gov]  
**Cc:** Grantham, Nancy[Grantham.Nancy@epa.gov]  
**From:** Grantham, Nancy  
**Sent:** Fri 7/28/2017 8:23:24 PM  
**Subject:** Checking on Status

Hi Rayna,

I am checking on the status of PR-OA-17-00132 -- for Definers media service.

Thanks and have a nice weekend.

ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]; Pakula, Kenneth[Pakula.Kenneth@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]; Patrick, Kimberly[Patrick.Kimberly@epa.gov]  
**Cc:** Zemel, Avital[Zemel.Avital@epa.gov]; McGraw, Sara[McGraw.Sara@epa.gov]  
**From:** Madison, Tommie  
**Sent:** Tue 12/19/2017 3:44:20 PM  
**Subject:** FW: B- 415800-1 FW: Bid protest for EPA contract EP18H000025  
[Bid protest for EPA contract EP18H000025.pdf](#)

This is the email sent from GAO with the protest number included (B-415800-1). The earlier email was sent before the number was assigned by GAO. Also, you will notice in the protest letter that there are two (2) protesters being represented by Public Citizen....which is the organization that sent the letter in on behalf of both protesters.

GAO sent two emails with two protest numbers (B-415800-1 and B-415800-2), although after I called GAO this morning they told me that one response addressing both protesters names would be sufficient once we respond. I will still send the other email for your records as well.

Thanks,

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

---

**From:** Protests@gao.gov [mailto:Protests@gao.gov]  
**Sent:** Tuesday, December 19, 2017 9:30 AM  
**To:** Madison, Tommie <Madison.Tommie@epa.gov>  
**Subject:** Registered: B- 415800-1 FW: Bid protest for EPA contract EP18H000025

This is a [Registered E-mail](#)<sup>®</sup> message from **Protests**.

---

This is a follow-up Email-- we now have a case-number

B- 415800-1

NOTE-- Protestor Fenton Communications

I am-- Kenneth Webb PLCG

---

**From:** David Arkush [mailto:darkush@citizen.org]  
**Sent:** Monday, December 18, 2017 5:12 PM  
**To:** Protests  
**Subject:** Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,  
David Arkush

---

**David J. Arkush | Managing Director**  
Public Citizen's Climate Program  
215 Pennsylvania Ave SE, Washington, DC 20003  
**TEL:** 202.454.5132, **CELL:** Personal Phone / Ex. 6

---

For more information about the Registered E-mail® service visit <http://www.rpost.com>

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]; Pakula, Kenneth[Pakula.Kenneth@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]; Patrick, Kimberly[Patrick.Kimberly@epa.gov]  
**Cc:** Zemel, Avital[Zemel.Avital@epa.gov]; McGraw, Sara[McGraw.Sara@epa.gov]  
**From:** Madison, Tommie  
**Sent:** Tue 12/19/2017 3:45:32 PM  
**Subject:** FW: B- 415800-2 FW: Bid protest for EPA contract EP18H000025  
[Bid protest for EPA contract EP18H000025.pdf](#)

Second email – Protest #B-415800-2

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

---

**From:** Protests@gao.gov [mailto:Protests@gao.gov]  
**Sent:** Tuesday, December 19, 2017 9:51 AM  
**To:** Madison, Tommie <Madison.Tommie@epa.gov>  
**Subject:** Registered: B- 415800-2 FW: Bid protest for EPA contract EP18H000025

This is a [Registered E-mail](#)<sup>®</sup> message from **Protests**.

---

This is a follow-up Email-- we now have a case-number

B- 415800-2

NOTE-- Protestor New Heights Communications

I am-- Kenneth Webb PLCG

---

**From:** David Arkush [mailto:darkush@citizen.org]  
**Sent:** Monday, December 18, 2017 5:12 PM  
**To:** Protests  
**Subject:** Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,  
David Arkush

---

**David J. Arkush | Managing Director**

Public Citizen's Climate Program  
215 Pennsylvania Ave SE, Washington, DC 20003  
**TEL:** 202.454.5132, **CELL:** Personal Phone / Ex. 6

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For more information about the Registered E-mail® service visit <http://www.rpost.com>

**To:** Brown, Rayna[brown.rayna@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]; Pakula, Kenneth[Pakula.Kenneth@epa.gov]  
**From:** Madison, Tommie  
**Sent:** Tue 12/19/2017 1:51:56 PM  
**Subject:** FW: B- UNKNOWN FW: Bid protest for EPA contract EP18H000025  
[Bid protest for EPA contract EP18H000025.pdf](#)

Tommie L. Madison, Jr.  
U.S. Environmental Protection Agency  
Office of Acquisition Management (OAM)  
Acting Agency Advocate for Competition  
Phone: (202) 564-2556  
MailCode: 3803R

---

**From:** Protests@gao.gov [mailto:Protests@gao.gov]  
**Sent:** Monday, December 18, 2017 5:24 PM  
**To:** Madison, Tommie <Madison.Tommie@epa.gov>  
**Subject:** Registered: B- UNKNOWN FW: Bid protest for EPA contract EP18H000025

This is a [Registered E-mail](#)<sup>®</sup> message from **Protests**.

---

Please note the enclosed Bid Protest-- B- UNKNOWN

Filed-- 18 DEC 2018 for 5:15pm

Agency Report Due Date-- 17 Jan 2018  
Case Decision Due Date-- 28 Mar 2018

I am-- Kenneth Webb PLCG

---

**From:** David Arkush [mailto:darkush@citizen.org]  
**Sent:** Monday, December 18, 2017 5:12 PM  
**To:** Protests  
**Subject:** Bid protest for EPA contract EP18H000025

Hello,

Attached to this email is a bid protest for EPA contract EP18H000025.

Thank you.

Sincerely,  
David Arkush

---

**David J. Arkush | Managing Director**  
Public Citizen's Climate Program



215 Pennsylvania Ave SE, Washington, DC 20003

TEL: 202.454.5132, CELL: Personal Phone / Ex. 6

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For more information about the Registered E-mail® service visit <http://www.rpost.com>

**To:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Dews, Donna  
**Sent:** Mon 12/11/2017 2:02:53 PM  
**Subject:** FW: Distribution of EP-18-H-000025 - A more legible copy  
[EP-18-H-000025 Purchase order.pdf](#)  
[Clauses EP-18-H-000025.pdf](#)

Rayna

Personal Matters / Ex. 6

Personal Matters / Ex. 6

Do I have your approval?

---

**From:** Dews, Donna  
**Sent:** Thursday, December 07, 2017 5:45 PM  
**To:** 'Julia Cotrone' <jcotrone@definercorp.com>; Quarles, Michael <Quarles.Michael@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Cc:** Group DDC-Customer <DDC-Customer@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>  
**Subject:** Distribution of EP-18-H-000025 - A more legible copy

Oops!!!Here is a better copy.

The attached is for award. Thanks so much!!!

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

**To:** Brown, Rayna[brown.rayna@epa.gov]  
**Cc:** Gosnell, Jody[Gosnell.Jody@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Dews, Donna  
**Sent:** Thur 12/14/2017 6:28:19 PM  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC  
[EAS Posting of Solicitations to FedConnect and FedBizOpps 7.24.14 final.pdf](#)  
[Creating Public Notice or Solicitations.pdf](#)

Hi Rayna

Because I am honest person, Jody did give me these instructions but I got caught up in the push to get it out right-a-way. I still will make sure when doing an amendment the same process is followed. Thanks to everyone for their understanding. Again, my apologies.

I don't think we have bring Keith in on my apology.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 12:52 PM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna,

I have attached the instructions for posting a "Special Notice" in EAS that I had and I was trying to find the direction that came out a while ago that requires us to post everything thru EAS. You may also want to take a look at Subpart 5.1 -- Dissemination of Information, 5.101 -- Methods of Disseminating Information for the requirements and what needs to be included or attached to the posting when soliciting from a single source. Hope this helps. Jody.

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Dews, Donna  
**Sent:** Tuesday, November 28, 2017 11:45 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi

I will proceed with the notice for a sole source award to FBO and Fedconnect. Questions: Do you want me to go directly to FBO and do a description write-up and attach SOW? Or Does this action go directly into EAS? What direction can you provide? Thank you.

Donna

---

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 11:34 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

The draft solicitation that you are referring to is not for this solicitation. The draft SOL was for you to use as a template for the CESSD re-compete with Brian Lobar. This one is with Nancy Graham and Tricia Lynn. Once Tricia made the changes to the SOW then we were going to post the Notice for a Sole Source Award to FedBizOpps and FedConnect. I had mentioned to you that we would go ahead and post the notice and during that time you could prepare the file for my review/approval. Please go ahead and post the notice to FedBizOpps and FedConnect. Thanks, Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Dews, Donna  
**Sent:** Tuesday, November 28, 2017 9:34 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody

The last time we met you were providing with a draft solicitation I could follow (you asked Tracey to give me a copy). Also, Michael was having a problem with getting access to the APP. I will print out final documents and put in the file before I give you the file for discussion. I will put the file in your inbox.

Thanks.  
Donna

---

**From:** Gosnell, Jody  
**Sent:** Monday, November 27, 2017 3:23 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

Can you please provide us with an update on the status of this PR? Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 22, 2017 10:34 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much

Happy thanksgiving

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Wednesday, November 22, 2017 10:09 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is on leave until the 27<sup>th</sup> so it should be posted on the 27<sup>th</sup>. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Tuesday, November 21, 2017 4:50 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – just checking in on this – are we able to post the contract RFP tomorrow?

Thanks ng

**Nancy Grantham**

**Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Gosnell, Jody

**Sent:** Friday, November 17, 2017 8:32 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Once we have the final documents, we will take one final look at them and if everything looks good we will post it. I would like to post it by no later than Wednesday morning. Thanks, Jody

*Jody Gosnell*

*Contracting Officer/Team Leader*

*Headquarters Procurement Operations Division*

*Office of Acquisition Management*

*Office: (202) 564-4353*

*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Thursday, November 16, 2017 1:43 PM

**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks all –

Checking on status of ACC that Michael is working on.

Once that is done, what is our timeline for putting this on 5 day posting?

Thanks ng

**Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Lynn, Tricia

**Sent:** Thursday, November 16, 2017 1:38 PM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna—

I apologize...I thought you just needed that so I could put it in the IGCE. Please see the attached email, wherein Definers quotes a price.

That said, they'll still be responding with a formal offer, correct? We're interested in being able to evaluate their work in as they respond to what we've put together in the SOW and instructions to offerors.

Thanks!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 16, 2017 1:28 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC  
**Importance:** High

Hi All

I am still reviewing documents submitted (JOFOC and SOW) but we still need that Quote from the contractor (Definers). If you sent and I missed, I apologize. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Lynn, Tricia  
**Sent:** Monday, November 13, 2017 11:48 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all—

Here's the SOW with the instructions, evaluation, and IGCE included at the end. I'm still waiting for a bit of information from Definers to complete the JOFOC, but I'll send it as soon as I have it.

Thanks everyone!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 11:48 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Michael

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Quarles, Michael  
**Sent:** Thursday, November 02, 2017 11:44 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hello,

I will be attaching this document in lieu of FITARA. Thank you.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 02, 2017 9:31 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks .. I think michael mentioned that we don't need the FITARA – rather he will have a statement re: security issues.

Thanks all

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6	<b>(mobile)</b>
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**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 9:30 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>



**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** Updated Docs for PR-OA-17-00132 NEWS SVC

Hi All

I appreciate everyone coming out so we can continue to progress toward this solicitation. Per our meeting this week I have attached documents to be finalized for the Approved Procurement Plan (APP) (in which Michael would prepare). Please address all issues discussed. Under the additional notes I believe the only item left is getting the FITARA document. Please let Jody or I know if you need further information or any questions for JOFOC or any of these other attachments. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

**To:** Dews, Donna[Dews.Donna@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Stewart, Keith  
**Sent:** Mon 12/4/2017 9:03:31 PM  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

Hey Donna,

Did we get anything back from the notice? Are we ready for award?

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 9:04 AM  
**To:** Plater, Lottie <Plater.Lottie@epa.gov>  
**Cc:** Stewart, Keith <Stewart.Keith@epa.gov>  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

FYI. See below.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 8:50 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning

I have meeting with Rayna Brown, Manager at 11:30aam regarding next steps after Special Notice was sent to public of intent to sole source:

Clarification from Manager:

- a) After special notice, which closes December 5, 2017 at 10:20am (dated posted 11/29/17) the post is for 5 days per Contracting Officer direction– Next action
- b) I have one capability statement and 2 emails coming against this being a sole source from companies-

**Deliberative Process / Ex. 5**

**Deliberative Process / Ex. 5**

- c) There is no updated quote (unless it was sent since our last meeting/conversation) that I received from Definers, Corp., I received a cost breakdown and disclosure of cost in Statement of Work – I will find out from Manager if this is adequate instead of a quote which was originally the request

After I find out whether I can go ahead with the award I will let you know. If you have questions, please give me a call directly at 202-564-6752. Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 6:53 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thx

Sent from my iPhone

On Dec 1, 2017, at 6:50 PM, Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)> wrote:

Hello All,

I apologize that you still have not received a response. I have not received an update on whether a request was ever submitted and/or received for an updated quote. However, during the last meeting we had, you asked what the next steps were and one of the next steps mentioned was once we received the final SOW from Tricia (which we did) Donna would need to request an updated quote from the vendor based on that revised SOW. In addition, prior to that meeting when we originally met to discuss the SOW because the original quote we received was basically a capability statement and it did not reference any parts of that SOW, it was stated then that the vendor would need to provide an updated or revised quote based on the any changes in the SOW. Hopefully, Donna can shed some light on whether she has already received the revised quote or an expected date on when she will receive the revised quote. Hope this helps. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 9:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – we have not heard back on this – so are assuming that donna has in fact received what she needs from the vendor – and that if we do not have other vendors who reply to the notice, we will be able to proceed with awarding the contract.

Please let me know the date the 5 day posting expires.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 9:17 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

Donna should already have received either an updated quote or a quote that reflects the revised SOW and that would be good for 30 or 60 days.

Donna can you verify if you have received the information from the vendor? Thanks, Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 9:02 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Right .. I thought they needed to submit a formal quote so wanted to make sure they knew they needed to do within the 5 days.

If that is not the case, that is fine.

Thanks ng

**Nancy Grantham**

**Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Lynn, Tricia  
**Sent:** Thursday, November 30, 2017 8:58 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody—

We still want to receive a quote from them to review their work and see that it meets our needs. We can do that, right?

--Tricia

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 8:56 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

I am curious as to why you would need to send it to them. This is a public notice to make sure there are no other vendors out there that can do it. If we don't get any responses then we will prepare the award and send that to the vendor. Typically we don't send it to them but since it is public record then if you want to you can. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gossnell.jody@epa.gov](mailto:gossnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 8:29 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Are we permitted to send to the potential contractor or will OAM do that?

Thanks ng

**Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)**

---

**From:** Dews, Donna

**Sent:** Wednesday, November 29, 2017 12:14 PM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy

If you go [www.fbo.gov](http://www.fbo.gov) and search by Environmental Protection Agency: Opportunities you will see Special Notice titled Media Support/News analysis service

[www.fedconnect.net](http://www.fedconnect.net) – public opportunities [Media Support/News analysis service](#)

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy

**Sent:** Wednesday, November 29, 2017 11:53 AM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much .. can you give us the link to the notice? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 (mobile)

---

**From:** Dews, Donna

**Sent:** Wednesday, November 29, 2017 11:52 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy

Special notice posted today at 10:29am. today.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management

HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 29, 2017 11:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi .. do we have an update on this posting? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 3:28 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

She was working on a priority for Keith Stewart today. I just found out that she had some additional questions for me about what you all submitted but I have been having issues with my email today so I will provide her a response in the morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Tuesday, November 28, 2017 7:51 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 7:50 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is running late today and I did not receive a status update from her yesterday. I will follow up with you when she gets in this morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gossnell.jody@epa.gov](mailto:gossnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Monday, November 27, 2017 4:20 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all –

Can we confirm that this was posted today? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Monday, November 27, 2017 3:23 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

Can you please provide us with an update on the status of this PR? Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gossnell.jody@epa.gov](mailto:gossnell.jody@epa.gov)*

---

**From:** Grantham, Nancy



**Sent:** Wednesday, November 22, 2017 10:34 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much

Happy thanksgiving

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**(mobile)**  
Personal Phone / Ex. 6

---

**From:** Gosnell, Jody  
**Sent:** Wednesday, November 22, 2017 10:09 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is on leave until the 27<sup>th</sup> so it should be posted on the 27<sup>th</sup>. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Tuesday, November 21, 2017 4:50 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – just checking in on this – are we able to post the contract RFP tomorrow?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**(mobile)**  
Personal Phone / Ex. 6

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**From:** Gosnell, Jody  
**Sent:** Friday, November 17, 2017 8:32 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Once we have the final documents, we will take one final look at them and if everything looks good we will post it. I would like to post it by no later than Wednesday morning. Thanks, Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 16, 2017 1:43 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks all –

Checking on status of ACC that Michael is working on.

Once that is done, what is our timeline for putting this on 5 day posting?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Lynn, Tricia  
**Sent:** Thursday, November 16, 2017 1:38 PM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna—

I apologize...I thought you just needed that so I could put it in the IGCE. Please see the attached email, wherein Definers quotes a price.

That said, they'll still be responding with a formal offer, correct? We're interested in being able to evaluate their work in as they respond to what we've put together in the SOW and instructions to offerors.

Thanks!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 16, 2017 1:28 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC  
**Importance:** High

Hi All

I am still reviewing documents submitted (JOFOC and SOW) but we still need that Quote from the contractor (Definers). If you sent and I missed, I apologize. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Lynn, Tricia  
**Sent:** Monday, November 13, 2017 11:48 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all—

Here's the SOW with the instructions, evaluation, and IGCE included at the end. I'm still waiting for a bit of information from Definers to complete the JOFOC, but I'll send it as soon as I have it.

Thanks everyone!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 11:48 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Michael

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center

Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Quarles, Michael  
**Sent:** Thursday, November 02, 2017 11:44 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hello,

I will be attaching this document in lieu of FITARA. Thank you.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 02, 2017 9:31 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks .. I think michael mentioned that we don't need the FITARA – rather he will have a statement re: security issues.

Thanks all

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 9:30 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** Updated Docs for PR-OA-17-00132 NEWS SVC

Hi All

I appreciate everyone coming out so we can continue to progress toward this solicitation. Per our meeting this week I have attached documents to be finalized for the Approved Procurement Plan (APP) (in which Michael would prepare). Please address all issues discussed. Under the additional notes I believe the only item left is getting the FITARA document. Please let Jody or I know if you need further information or any questions for JOFOC or any of these other attachments. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

**To:** Stewart, Keith[Stewart.Keith@epa.gov]; Grantham, Nancy[Grantham.Nancy@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]; Dews, Donna[Dews.Donna@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Gosnell, Jody[Gosnell.Jody@epa.gov]  
**Cc:** McLean, Sarsah[McLean.Sarsah@epa.gov]; Madison, Tommie[MADISON.TOMMIE@EPA.GOV]; Scott, Elaine[Scott.Elaine@epa.gov]  
**From:** Brown, Rayna  
**Sent:** Tue 12/19/2017 5:07:15 PM  
**Subject:** FYI >> CO just informed Definers Corp. of intent to issue a modification to cancel the award EP-18-H-000025

Hello all,

Please be advised, I have just spoke with Julia Cotrone with Definers Corp about an hour ago to provide a courtesy call that I will be issuing a unilateral modification to terminate for convenience (a full termination) the subject order pursuant to the GAO protests that was filed and stipulates the award must be cancelled. As such, all funds on the order will be fully de-obligated. Under a termination of this nature, pursuant to FAR 52.212-4 (see below) the contractor may be entitled to certain incurred expenses prior to the termination or in association with the termination that could not otherwise been mitigated. I will coordinate with Michael accordingly for funding if needed. I have asked that Definers sign and return the modification just as a means of acknowledgement and her company is prepared/agrees to do so upon receipt today.

If you receive any communication from this vendor or any other interested party, please direct them to myself as the Contracting Officer of record from this point forward. Please call us if you have any questions or concerns.

Thank you and have a nice day! ☺

**FAR 52.212-4 Contract Terms and Conditions—Commercial Items.**

**(I) Termination for the Government's convenience.** The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC  
(202) 564.6025 Office

**To:** Donna Dews[aspirebywhynot@gmail.com]; Brown, Rayna[brown.rayna@epa.gov]  
**From:** Stewart, Keith  
**Sent:** Tue 12/12/2017 10:27:26 PM  
**Subject:** RE:

Thanks Donna

I am actually looking the amended special notice that was posted. I have a contractor asking it.

-----Original Message-----

From: Donna Dews [mailto:Personal Email / Ex. 6]  
Sent: Tuesday, December 12, 2017 3:27 PM  
To: Brown, Rayna <brown.rayna@epa.gov>; Stewart, Keith <Stewart.Keith@epa.gov>  
Subject:

Rayna

**Personal Matters / Ex. 6**

My personal email is Personal Email / Ex. 6 I checked my email and I had not gotten an email from Definers. As I said in my personal email, we were waiting on Definers to send a service start date and amended quote. There was nothing in my work mail to indicate they had amended their quote. Sorry for any inconvenience. I will get file to Keith and all who want to see it tomorrow when I return to the office and follow up with Julia Coltrone at Definers.

Thank you.

Donna Dews

**To:** Ben Kessler[ben.kessler@meltwater.com]  
**Cc:** Kusal de Silva[kusal.desilva@meltwater.com]; Plater, Lottie[Plater.Lottie@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Dews, Donna  
**Sent:** Mon 12/11/2017 6:29:31 PM  
**Subject:** RE: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice

Ben

Per our conversation, I was able to bring the amended pre-solicitation/notice of intent to sole source hours ago in our system, I am sorry you are unable to access. As I informed you, I am about to go into a meeting and I will send the amended notice to intent to sole source to you after my meeting with the JOFOC.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
Dews.donna@epa.gov

---

**From:** Ben Kessler [mailto:ben.kessler@meltwater.com]  
**Sent:** Monday, December 11, 2017 1:22 PM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Kusal de Silva <kusal.desilva@meltwater.com>; Plater, Lottie <Plater.Lottie@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>  
**Subject:** Re: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice

Ms. Dews,

Thank you for getting back to me.

I was not aware you had re-submitted/amended the Intent to Sole Source as I never received a response from you on my 2 voicemails, 3 emails, and messages I left for you at the main OAM desk.

I also just ran a search on FedConnect and FBO and your website, and do not see any form of re-submission or amendment.

Please advise ASAP, or please provide me with the Justification that you have attached, along with where I may be able to find it publically.

Thank you for addressing.

Best,  
Ben

**BEN KESSLER**  
Head of Government Solutions | Washington, D.C.  
T: +1 202 552 3280 | M: Personal Phone / Ex. 6  
[Ben.Kessler@meltwater.com](mailto:Ben.Kessler@meltwater.com) | [www.meltwater.com](http://www.meltwater.com)

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On Dec 11, 2017, at 12:08 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:

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Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
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**Importance:** High

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Have you received my notes or voicemails?

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**To:** Dews, Donna[Dews.Donna@epa.gov]  
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**Subject:** Re: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice

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**From:** Dews, Donna  
**Sent:** Mon 12/11/2017 5:08:59 PM  
**Subject:** RE: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice

Ben

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Dews.donna@epa.gov

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**Sent:** Friday, December 08, 2017 12:00 PM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Kusal de Silva <kusal.desilva@meltwater.com>  
**Subject:** Re: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice  
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**To:** Dews, Donna[Dews.Donna@epa.gov]  
**From:** Ben Kessler  
**Sent:** Mon 12/11/2017 6:43:14 PM  
**Subject:** Re: Media Support/News analysis service -68HE0H18B0002 - Sole Source Notice

Ms. Dews,  
Thank you for getting back.

As per our phone conversation, a search on FedConnect for “Media” or “news analysis” or 68HE0H18B0002 returns only the original Sole Source Notice with no further information.

A search on [FBO.gov](http://FBO.gov) returns no results.

If you could kindly provide the re-issued or amended Notice of Intent to Sole Source (with the JOFOC) at your earliest convenience, and where we could have accessed this, that would be much appreciated.

As your email indicated, time is of the essence, and given that we were never informed of this re-issuance, I am hoping to understand where we could have looked for this/where it was made publically available.

Thank you,

## BEN KESSLER

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On Dec 11, 2017, at 1:29 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:

Ben

Per our conversation, I was able to bring the amended pre-solicitation/notice of intent to sole source hours ago in our system, I am sorry you are unable to access. As I informed you, I am about to go into a meeting and I will send the amended notice to intent to sole source to you after my meeting with the JOFOC.

Donna Dews  
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**Cc:** Dews, Donna[Dews.Donna@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Quarles, Michael  
**Sent:** Thur 12/7/2017 6:53:13 PM  
**Subject:** RE: New Analysis and Media Support

I am still completing the updated SOW will push it out shortly. Thank you to everyone who is assisting.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Stewart, Keith  
**Sent:** Thursday, December 07, 2017 8:48 AM  
**To:** Quarles, Michael <Quarles.Michael@epa.gov>  
**Cc:** Dews, Donna <Dews.Donna@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>  
**Subject:** Re: New Analysis and Media Support

Micheal

That is an acquisition function. You need to be working with your CO/CS. Trying to keep you straight.

Sent from my iPhone  
On Dec 7, 2017, at 8:46 AM, Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)> wrote:

Keith,

I am working with vendor to Deliberative Process / Ex. 5 Will have all updates here this morning.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Stewart, Keith  
**Sent:** Thursday, December 07, 2017 8:44 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>; Wilson, Jessica <[Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** Re: New Analysis and Media Support

Ok thanks for update. We may need to Deliberative Process / Ex. 5

Hi Stewart

The current standing is the contractor Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

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**Sent:** Wednesday, December 06, 2017 5:46 PM

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**Subject:** New Analysis and Media Support

Donna,

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Rayna and Elaine,

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Keith Stewart, Division Director  
Phone: 202-564-1286  
Cell: Personal Phone / Ex. 6  
email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Scott, Elaine[Scott.Elaine@epa.gov]; Dews, Donna[Dews.Donna@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]; Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]; Plater, Lottie[Plater.Lottie@epa.gov]  
**From:** Wilson, Jessica  
**Sent:** Thur 12/7/2017 4:28:30 PM  
**Subject:** RE: New Analysis and Media Support

All-Myself, Michael Quarles and Donna Dews just wrapped up a quick call.

All are on board and we will have a signed award no later than 3pm today.

*Jessica V. Wilson*  
**Contracting Officer**

**U.S. Environmental Protection Agency**  
**OARM/OAM/HPOD/PCSC**  
Ronald Reagan Building #61178  
1200 Pennsylvania Ave. NW Mail Code: 3803R  
Washington, DC 20460  
Phone: 202-564-2504  
E-mail: [wilson.jessica@epa.gov](mailto:wilson.jessica@epa.gov)

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**Sent:** Thursday, December 07, 2017 10:28 AM  
**To:** Wilson, Jessica <Wilson.Jessica@epa.gov>; Dews, Donna <Dews.Donna@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Stewart, Keith <Stewart.Keith@epa.gov>  
**Cc:** Brown, Rayna <brown.rayna@epa.gov>; Plater, Lottie <Plater.Lottie@epa.gov>  
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I appreciate you Jessica and Donna!!

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I appreciate everyone's effort on this.

Thanks,

Elaine

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**Subject:** RE: New Analysis and Media Support

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We will provide a status update no later than 4pm today.

Kind regards,

*Jessica V. Wilson*  
**Contracting Officer**

**U.S. Environmental Protection Agency**

**OARM/OAM/HPOD/PCSC**

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Have a great day,

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Keith Stewart, Division Director

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Cell: Personal Phone / Ex. 6

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

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**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Stewart, Keith <[Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>  
**Subject:** RE: New Analysis and Media Support

Good Morning All Donna and I are working closely on this action.

We will provide a status update no later than 4pm today.

Kind regards,

*Jessica V. Wilson*  
**Contracting Officer**

**U.S. Environmental Protection Agency**  
**OARM/OAM/HPOD/PCSC**  
Ronald Reagan Building #61178  
1200 Pennsylvania Ave. NW Mail Code: 3803R  
Washington, DC 20460  
Phone: 202-564-2504  
E-mail: [wilson.jessica@epa.gov](mailto:wilson.jessica@epa.gov)

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Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

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Contract Specialist  
US Environmental Protection Agency  
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Cell: Personal Phone / Ex. 6

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**Cc:** Brown, Rayna[brown.rayna@epa.gov]; Plater, Lottie[Plater.Lottie@epa.gov]  
**From:** Scott, Elaine  
**Sent:** Thur 12/7/2017 3:20:09 PM  
**Subject:** RE: New Analysis and Media Support

Hi Jessica,

Keith needs this to be awarded today. No status update is needed but to say, It’s been awarded at this point. This is very low hanging fruit for us. Keith has guaranteed it being awarded today.

I appreciate everyone’s effort on this.

Thanks,

Elaine

---

**From:** Dews, Donna  
**Sent:** Thursday, December 07, 2017 10:07 AM  
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**Subject:** RE: New Analysis and Media Support

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Thanks Jessica. I am back at my desk.

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**Subject:** RE: New Analysis and Media Support

My apologies for overstepping. Just trying to assist in any way.

Have a great day,

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Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
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**Subject:** RE: New Analysis and Media Support

Hey Keith,

Donna is in my office now. I was just telling her the same thing.

Hi Michael,

You should not be talking to the vendor regarding this. Only a Contracting Officer has that authority. If funding is not available, you will need to streamline your SOW. We will send it back to the vendor for a revised technical proposal and cost estimate. Please do not contact the vendor.

Thanks,

Elaine

---

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**Sent:** Thursday, December 07, 2017 8:48 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>; Wilson, Jessica <[Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)>  
**Subject:** Re: New Analysis and Media Support

Micheal

That is an acquisition function. You need to be working with your CO/CS. Trying to keep you straight.

Sent from my iPhone

On Dec 7, 2017, at 8:46 AM, Quarles, Michael <Quarles.Michael@epa.gov> wrote:

Keith,

I am working with vendor to **Deliberative Process / Ex. 5**. Will have all updates here this morning.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Stewart, Keith

**Sent:** Thursday, December 07, 2017 8:44 AM

**To:** Dews, Donna <Dews.Donna@epa.gov>

**Cc:** Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>

**Subject:** Re: New Analysis and Media Support

Ok thanks for update. We may need to **Deliberative Process / Ex. 5**

Sent from my iPhone

On Dec 7, 2017, at 8:42 AM, Dews, Donna <Dews.Donna@epa.gov> wrote:

Hi Stewart

The current standing is the contractor **Deliberative Process / Ex. 5**

**Deliberative Process / Ex. 5**

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Stewart, Keith

**Sent:** Wednesday, December 06, 2017 5:46 PM

**To:** Dews, Donna <Dews.Donna@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>

**Cc:** Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>

**Subject:** New Analysis and Media Support

Donna,

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qualification statement from your Sole Source Notice. I need you to send the results to Michael Quarles immediately and complete the contract award. If for some reason that it doesn't get processed before you leave, please inform both Rayna and Elaine so we can have someone complete it from where you left off.

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Keith Stewart, Division Director

Phone: 202-564-1286

Cell: Personal Phone / Ex. 6

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)



**To:** Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Dews, Donna[Dews.Donna@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Quarles, Michael  
**Sent:** Thur 12/7/2017 2:34:09 PM  
**Subject:** RE: New Analysis and Media Support

Hi Keith,

I let Donna know yesterday that we would **Deliberative Process / Ex. 5** and I would work with the vendor to make sure the service for the original price would meet program needs. The vendor will be sending the updated quote to Donna and myself shortly.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

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**From:** Stewart, Keith  
**Sent:** Thursday, December 07, 2017 8:48 AM  
**To:** Quarles, Michael <Quarles.Michael@epa.gov>  
**Cc:** Dews, Donna <Dews.Donna@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>  
**Subject:** Re: New Analysis and Media Support

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**Cc:** Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>

**Subject:** Re: New Analysis and Media Support

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Donna Dews  
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**Cc:** Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>; Wilson, Jessica <[Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** New Analysis and Media Support

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Keith Stewart, Division Director  
Phone: 202-564-1286  
Cell: **Personal Phone / Ex. 6**  
email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)



**To:** Quarles, Michael[Quarles.Michael@epa.gov]  
**Cc:** Dews, Donna[Dews.Donna@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Stewart, Keith  
**Sent:** Thur 12/7/2017 1:48:08 PM  
**Subject:** Re: New Analysis and Media Support

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Sent from my iPhone

On Dec 7, 2017, at 8:46 AM, Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)> wrote:

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**Subject:** Re: New Analysis and Media Support

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HPOD/Program Contract Service Center  
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**Sent:** Wednesday, December 06, 2017 5:46 PM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>

**Cc:** Scott, Elaine <[Scott.Elaine@epa.gov](mailto:Scott.Elaine@epa.gov)>; Wilson, Jessica <[Wilson.Jessica@epa.gov](mailto:Wilson.Jessica@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** New Analysis and Media Support

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Keith Stewart, Division Director

Phone: 202-564-1286

Cell: Deliberative Process / Ex. 5

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Stewart, Keith[Stewart.Keith@epa.gov]; Dews, Donna[Dews.Donna@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]  
**From:** Scott, Elaine  
**Sent:** Thur 12/7/2017 1:47:10 PM  
**Subject:** RE: New Analysis and Media Support

Hey Keith,

Donna is in my office now. I was just telling her the same thing.

Hi Michael,

You should not be talking to the vendor regarding this. Only a Contracting Officer has that authority. If funding is not available, you will need to streamline your SOW. We will send it back to the vendor for a revised technical proposal and cost estimate. Please do not contact the vendor.

Thanks,

Elaine

---

**From:** Stewart, Keith  
**Sent:** Thursday, December 07, 2017 8:44 AM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>  
**Subject:** Re: New Analysis and Media Support

Ok thanks for update. We may need to **Deliberative Process / Ex. 5**

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On Dec 7, 2017, at 8:42 AM, Dews, Donna <Dews.Donna@epa.gov> wrote:

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**Deliberative Process / Ex. 5** Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
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[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

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**Sent:** Wednesday, December 06, 2017 5:46 PM  
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**Cc:** Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>  
**Subject:** New Analysis and Media Support

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Keith Stewart, Division Director

Phone: 202-564-1286

Cell: Personal Phone / Ex. 6

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Stewart, Keith[Stewart.Keith@epa.gov]; Dews, Donna[Dews.Donna@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**From:** Quarles, Michael  
**Sent:** Thur 12/7/2017 1:46:40 PM  
**Subject:** RE: New Analysis and Media Support

Keith,

I am working with vendor to **Deliberative Process / Ex. 5** Will have all updates here this morning.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Stewart, Keith  
**Sent:** Thursday, December 07, 2017 8:44 AM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Brown, Rayna <brown.rayna@epa.gov>; Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>  
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Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
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[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

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**Sent:** Wednesday, December 06, 2017 5:46 PM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
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Keith Stewart, Division Director

Phone: 202-564-1286

Cell: Personal Phone / Ex. 6

email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Dews, Donna[Dews.Donna@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]  
**From:** Stewart, Keith  
**Sent:** Thur 12/7/2017 1:44:22 PM  
**Subject:** Re: New Analysis and Media Support

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Sent from my iPhone

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**Cc:** Scott, Elaine[Scott.Elaine@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]  
**From:** Dews, Donna  
**Sent:** Thur 12/7/2017 1:42:51 PM  
**Subject:** RE: New Analysis and Media Support

Hi Stewart

The current standing is the contractor Deliberative Process / Ex. 5  
Deliberative Process / Ex. 5 Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
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Dews.donna@epa.gov

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**Cc:** Scott, Elaine <Scott.Elaine@epa.gov>; Wilson, Jessica <Wilson.Jessica@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>  
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Keith Stewart, Division Director  
Phone: 202-564-1286  
Cell: Personal Phone / Ex. 6  
email: [Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)

**To:** Julia Cotrone[jcotrone@definerscorp.com]  
**Cc:** jpounder@definerscorp.com[jpounder@definerscorp.com]; Dews, Donna[Dews.Donna@epa.gov]; Scott Cotter[scotter@definerscorp.com]  
**From:** Brown, Rayna  
**Sent:** Wed 12/20/2017 3:45:41 AM  
**Subject:** RE: PO\_EP18H000025\_1\_HQ [URGENT]  
EPA Definers Page 2 signed.pdf

Hello Julia,

Thank you for your prompt response and returning the signed subject modification. In terms of additional steps necessary to officially end the process will involve whether or not Definers Corp wants to assert its rights under FAR 52.212-4 (I) terms and conditions—see an excerpt of the applicable clause language below. If Definers Corp is seeking, as a matter of its right, the payment of money arising under or relating to this purchase order and termination, then please submit in writing to me as the Contracting Officer with a level of detail consistent with the FAR 52.212-4 and sufficient for a Contracting Officer to determine that the costs were fair, reasonable, allowable, allocable and the facts justify the requested recovery of costs in a termination settlement (e.g. demonstrates that all reasonable steps were taken to minimize the incurrence of costs allocable to the work covered by the order). A final bilateral modification will be issued to definitize this aspect of the termination even if Definers Corp indicates that no costs will be claimed under the order and/or pursuant to the termination.

Please notify me of Definer Corp's intent regarding this matter and the Government will act accordingly. Please let me know if you have any additional questions. Thank you kindly and have a great day!

**FAR 52.212-4 Contract Terms and Conditions—Commercial Items.**

**(I) Termination for the Government's convenience.** The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, **the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination.** The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. **The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.**

Kind regards,

Rayna Brown  
Service Center Manager, Contracting Officer  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC

**From:** Julia Cotrone [mailto:jcotrone@definerscorp.com]  
**Sent:** Tuesday, December 19, 2017 7:09 PM  
**To:** Brown, Rayna <brown.rayna@epa.gov>  
**Cc:** jpounder@definerscorp.com; Dews, Donna <Dews.Donna@epa.gov>; Scott Cotter <scotter@definerscorp.com>  
**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]

Attached is signed copy of PO\_EP18H000025\_1\_HQ (7 pages). See page 2 for signature as requested. Please let us know if there are any additional steps we need to take on our end to complete this process. Otherwise please let us know when this process is 100% completed.

Thank you!

On Tue, Dec 19, 2017 at 4:47 PM, Julia Cotrone <jcotrone@definerscorp.com> wrote:  
Received

On Tue, Dec 19, 2017 at 3:45 PM, Brown, Rayna <brown.rayna@epa.gov> wrote:  
**Contractor:** Definers Corp

**Purchase Order No.:** EP-18-H-000025  
**Purchase Order Modification No.:** P00001  
**Purchase Order Title:** News Analysis Service

**Subject:** Unilateral Modification No. P00001

Please find attached modification P00001 to purchase order no. EP-18-H-000025 in order to cancel/terminate this order in its entirety via a Termination for the Government's Convenience effective December 19, 2017 and per the Contracting Officer's (CO's) conversation with Julia Cotrone with Definers Corp this morning. The Contractor shall immediately acknowledge receipt of this modification via email (please **DO NOT** include Group DDC-Customer) upon receipt of this email and correspondence and provide the signed page 2 of 7 to [brown.rayna@epa.gov](mailto:brown.rayna@epa.gov) and [dews.donna@epa.gov](mailto:dews.donna@epa.gov) within two (2) business days. Let me know if you have any questions.

Thank you and have a nice day! ☺

Kind regards,

Rayna Brown  
Service Center Manager, Contracting Officer  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC

--

**Julia Cotrone**

O: [571.290.5461](tel:571.290.5461) | C: Personal Phone / Ex. 6

--

**Julia Cotrone**

O: [571.290.5461](tel:571.290.5461) | C: Personal Phone / Ex. 6

Message

---

**From:** Julia Cotrone [jcotrone@definerscorp.com]  
**Sent:** 12/20/2017 12:08:34 AM  
**To:** Brown, Rayna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4fbceecd71da4930b2f0aa5e247b46b1-Brown, Rayna]  
**CC:** jpounder@definerscorp.com; Dews, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8cd99df2c6fe486496b3b06eaa87f987-Dews, Donna]; Scott Cotter [scotter@definerscorp.com]  
**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]  
**Attachments:** EPA Definers Page 2 signed.pdf

Attached is signed copy of PO\_EP18H000025\_1\_HQ (7 pages). See page 2 for signature as requested. Please let us know if there are any additional steps we need to take on our end to complete this process. Otherwise please let us know when this process is 100% completed.

Thank you!

On Tue, Dec 19, 2017 at 4:47 PM, Julia Cotrone <jcotrone@definerscorp.com> wrote:  
Received

On Tue, Dec 19, 2017 at 3:45 PM, Brown, Rayna <brown.rayna@epa.gov> wrote:

**Contractor:** Definers Corp

**Purchase Order No.:** EP-18-H-000025

**Purchase Order Modification No.:** P00001

**Purchase Order Title:** News Analysis Service

**Subject:** Unilateral Modification No. P00001

Please find attached modification P00001 to purchase order no. EP-18-H-000025 in order to cancel/terminate this order in its entirety via a Termination for the Government's Convenience effective December 19, 2017 and per the Contracting Officer's (CO's) conversation with Julia Cotrone with Definers Corp this morning. The Contractor shall immediately acknowledge receipt of this modification via email (please **DO NOT** include Group DDC-Customer) upon receipt of this email and correspondence and provide the signed page 2 of 7 to [brown.rayna@epa.gov](mailto:brown.rayna@epa.gov) and [dews.donna@epa.gov](mailto:dews.donna@epa.gov) within two (2) business days. Let me know if you have any questions.

Thank you and have a nice day! ☺

Kind regards,

Rayna Brown

Service Center Manager, Contracting Officer

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

--

**Julia Cotrone**

O: 571.290.5461 | C: Personal Phone / Ex. 6

--

**Julia Cotrone**

O: 571.290.5461 | C: Personal Phone / Ex. 6



**To:** Brown, Rayna[brown.rayna@epa.gov]  
**Cc:** jpounder@definerscorp.com[jpounder@definerscorp.com]; Dews, Donna[Dews.Donna@epa.gov]; Scott, Elaine[Scott.Elaine@epa.gov]  
**From:** Julia Cotrone  
**Sent:** Tue 12/19/2017 9:47:15 PM  
**Subject:** Re: PO\_EP18H000025\_1\_HQ [URGENT]

Received  
On Tue, Dec 19, 2017 at 3:45 PM, Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)> wrote:

**Contractor:** Definers Corp

**Purchase Order No.:** EP-18-H-000025

**Purchase Order Modification No.:** P00001

**Purchase Order Title:** News Analysis Service

**Subject:** Unilateral Modification No. P00001

Please find attached modification P00001 to purchase order no. EP-18-H-000025 in order to cancel/terminate this order in its entirety via a Termination for the Government’s Convenience effective December 19, 2017 and per the Contracting Officer’s (CO’s) conversation with Julia Cotrone with Definers Corp this morning. The Contractor shall immediately acknowledge receipt of this modification via email (please **DO NOT** include Group DDC-Customer) upon receipt of this email and correspondence and provide the signed page 2 of 7 to [brown.rayna@epa.gov](mailto:brown.rayna@epa.gov) and [dews.donna@epa.gov](mailto:dews.donna@epa.gov) within two (2) business days. Let me know if you have any questions.

Thank you and have a nice day! ☺

Kind regards,

Rayna Brown

Service Center Manager, Contracting Officer

U.S. Environmental Protection Agency (U.S. EPA)

OAM/HPOD/PCSC

--

**Julia Cotrone**  
O: 571.290.5461 | C: 

Deliberative Process / Ex. 5

**Cc:** Gosnell, Jody[Gosnell.Jody@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]  
**To:** Dews, Donna[Dews.Donna@epa.gov]  
**From:** Brown, Rayna  
**Sent:** Thur 12/14/2017 7:59:18 PM  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Hey Donna,

Thanks and I appreciate your contributions, including staying past your departing time, to make the award happen. A great display of team work along side your team mates!!! Smiles

Kind regards,

Rayna Brown  
Service Center Manager  
U.S. Environmental Protection Agency (U.S. EPA)  
OAM/HPOD/PCSC  
(202) 564.6025 Office

On Dec 14, 2017, at 1:28 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:

Hi Rayna

Because I am honest person, Jody did give me these instructions but I got caught up in the push to get it out right-a-way. I still will make sure when doing an amendment the same process is followed. Thanks to everyone for their understanding. Again, my apologies.

I don't think we have bring Keith in on my apology.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

From: Gosnell, Jody  
Sent: Tuesday, November 28, 2017 12:52 PM  
To: Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
Cc: Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna,

I have attached the instructions for posting a "Special Notice" in EAS that I had and I was trying to find the direction that came out a while ago that requires us to post everything thru EAS. You may also want to take a look at Subpart 5.1 -- Dissemination of Information, 5.101 -- Methods of Disseminating Information for the requirements and what needs to be included or attached to the posting when soliciting from a single source. Hope this helps. Jody.

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)<<mailto:gosnell.jody@epa.gov>>

From: Dews, Donna  
Sent: Tuesday, November 28, 2017 11:45 AM  
To: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Cc: Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)<<mailto:Plater.Lottie@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi

I will proceed with the notice for a sole source award to FBO and Fedconnect. Questions: Do you want me to go directly to FBO and do a description write-up and attach SOW? Or Does this action go directly into EAS? What direction can you provide? Thank you.

Donna

From: Gosnell, Jody  
Sent: Tuesday, November 28, 2017 11:34 AM  
To: Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>  
Cc: Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)<<mailto:Plater.Lottie@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

The draft solicitation that you are referring to is not for this solicitation. The draft SOL was for you to use as a template for the CESSD re-compete with Brian Lobar. This one is with Nancy Graham and Tricia Lynn. Once Tricia made the changes to the SOW then we were going to post the Notice for a Sole Source Award to FedBizOpps and FedConnect. I had mentioned to you that we would go ahead and post the notice and during that time you could prepare the file for my review/approval. Please go ahead and post the notice to FedBizOpps and FedConnect. Thanks, Jody

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)<<mailto:gosnell.jody@epa.gov>>

From: Dews, Donna  
Sent: Tuesday, November 28, 2017 9:34 AM  
To: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Cc: Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)<<mailto:Plater.Lottie@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody

The last time we met you were providing with a draft solicitation I could follow (you asked Tracey to give me

a copy). Also, Michael was having a problem with getting access to the APP. I will print out final documents and put in the file before I give you the file for discussion. I will put the file in your inbox.

Thanks.  
Donna

From: Gosnell, Jody  
Sent: Monday, November 27, 2017 3:23 PM  
To: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

Can you please provide us with an update on the status of this PR? Jody

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)<<mailto:gosnell.jody@epa.gov>>

From: Grantham, Nancy  
Sent: Wednesday, November 22, 2017 10:34 AM  
To: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much

Happy thanksgiving

Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  

Personal Phone / Ex. 6

 (mobile)

From: Gosnell, Jody  
Sent: Wednesday, November 22, 2017 10:09 AM  
To: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is on leave until the 27th so it should be posted on the 27th. Jody

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)<<mailto:gosnell.jody@epa.gov>>

From: Grantham, Nancy  
Sent: Tuesday, November 21, 2017 4:50 PM  
To: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – just checking in on this – are we able to post the contract RFP tomorrow?

Thanks ng

Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  

Personal Phone / Ex. 6

 (mobile)

From: Gosnell, Jody  
Sent: Friday, November 17, 2017 8:32 AM  
To: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Once we have the final documents, we will take one final look at them and if everything looks good we will post it. I would like to post it by no later than Wednesday morning. Thanks, Jody

Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)<<mailto:gosnell.jody@epa.gov>>

From: Grantham, Nancy  
Sent: Thursday, November 16, 2017 1:43 PM  
To: Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Gosnell, Jody

<[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks all –

Checking on status of ACC that Michael is working on.

Once that is done, what is our timeline for putting this on 5 day posting?

Thanks ng

Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  

Personal Phone / Ex. 6

 (mobile)

From: Lynn, Tricia  
Sent: Thursday, November 16, 2017 1:38 PM  
To: Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael  
<[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Gosnell, Jody  
<[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Cc: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna—

I apologize...I thought you just needed that so I could put it in the IGCE. Please see the attached email, wherein Definers quotes a price.

That said, they'll still be responding with a formal offer, correct? We're interested in being able to evaluate their work in as they respond to what we've put together in the SOW and instructions to offerors.

Thanks!

--Tricia

From: Dews, Donna  
Sent: Thursday, November 16, 2017 1:28 PM  
To: Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Quarles, Michael  
<[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Gosnell, Jody  
<[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Cc: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC  
Importance: High

Hi All

I am still reviewing documents submitted (JOFOC and SOW) but we still need that Quote from the contractor (Definers). If you sent and I missed, I apologize. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management

HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)<<mailto:Dews.donna@epa.gov>>

From: Lynn, Tricia  
Sent: Monday, November 13, 2017 11:48 AM  
To: Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Cc: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all—

Here's the SOW with the instructions, evaluation, and IGCE included at the end. I'm still waiting for a bit of information from Definers to complete the JOFOC, but I'll send it as soon as I have it.

Thanks everyone!

--Tricia

From: Dews, Donna  
Sent: Thursday, November 02, 2017 11:48 AM  
To: Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>  
Cc: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Michael

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)<<mailto:Dews.donna@epa.gov>>

From: Quarles, Michael  
Sent: Thursday, November 02, 2017 11:44 AM  
To: Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Lynn, Tricia

<[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>

Cc: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>

Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hello,

I will be attaching this document in lieu of FITARA. Thank you.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

From: Grantham, Nancy  
Sent: Thursday, November 02, 2017 9:31 AM  
To: Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)<<mailto:Dews.Donna@epa.gov>>>; Lynn, Tricia  
<[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Quarles, Michael  
<[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>  
Cc: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Subject: RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks .. I think michael mentioned that we don't need the FITARA – rather he will have a statement re: security issues.

Thanks all

Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  

Personal Phone / Ex. 6

 (mobile)

From: Dews, Donna  
Sent: Thursday, November 02, 2017 9:30 AM  
To: Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)<<mailto:lynn.tricia@epa.gov>>>; Quarles, Michael  
<[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)<<mailto:Quarles.Michael@epa.gov>>>; Grantham, Nancy  
<[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)<<mailto:Grantham.Nancy@epa.gov>>>  
Cc: Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)<<mailto:Gosnell.Jody@epa.gov>>>  
Subject: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi All

I appreciate everyone coming out so we can continue to progress toward this solicitation. Per our meeting this week I have attached documents to be finalized for the Approved Procurement Plan (APP) (in which Michael would prepare). Please address all issues discussed. Under the additional notes I believe the only item left is getting the FITARA document. Please let Jody or I know if you need further information or any questions for JOFOC or any of these other attachments. Again Thanks.



Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)<<mailto:Dews.donna@epa.gov>>

<EAS Posting of Solicitations to FedConnect and FedBizOpps 7.24.14 final.pdf>

<Creating\_Public\_Notice\_or\_Solicitations.pdf>

**To:** Dews, Donna[Dews.Donna@epa.gov]; Gosnell, Jody[Gosnell.Jody@epa.gov]  
**Cc:** Lynn, Tricia[lynn.tricia@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]; Wooden-Aguilar, Helena[Wooden-Aguilar.Helena@epa.gov]; Quarles, Michael[Quarles.Michael@epa.gov]  
**From:** Grantham, Nancy  
**Sent:** Tue 12/5/2017 4:06:03 PM  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning,

Do we have an update on this time sensitive matter?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**(mobile)**

Personal Phone / Ex. 6

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 1:43 PM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>; Gosnell, Jody <Gosnell.Jody@epa.gov>  
**Cc:** Lynn, Tricia <lynn.tricia@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi

I have met with Rayna Brown, Manager and we will get back to as soon as possible regarding this award. Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 8:50 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning

I have meeting with Rayna Brown, Manager at 11:30aam regarding next steps after Special Notice was sent to public of intent to sole source:

Clarification from Manager:

- a) After special notice, which closes December 5, 2017 at 10:20am (dated posted 11/29/17) the post is for 5 days per Contracting Officer direction– Next action
- b) I have one capability statement and 2 emails coming against this being a sole source from companies- I did not ask for a capability statement but I believe your office would have to review this capability statement and decline before I proceed with award

**Deliberative Process / Ex. 5**

**Deliberative Process / Ex. 5**

- c) There is no updated quote (unless it was sent since our last meeting/conversation) that I received from Definers, Corp., I received a cost breakdown and disclosure of cost in Statement of Work – I will find out from Manager if this is adequate instead of a quote which was originally the request

After I find out whether I can go ahead with the award I will let you know. If you have questions, please give me a call directly at 202-564-6752. Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 6:53 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thx

Sent from my iPhone

On Dec 1, 2017, at 6:50 PM, Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)> wrote:

Hello All,

I apologize that you still have not received a response. I have not received an update on whether a request was ever submitted and/or received for an updated quote. However, during the last meeting we had, you asked what the next steps were and one of the next steps mentioned was once we received the final SOW from Tricia (which we did) Donna would need to request an updated quote from the vendor based on that revised SOW. In addition, prior to that meeting when we originally met to discuss the SOW because the original quote we received was basically a capability statement and it did not reference any parts of that SOW, it was stated then that the vendor would need to provide an updated or revised quote based on the any changes in the SOW. Hopefully, Donna can shed some light on whether she has already received the revised quote or an expected date on when she will receive the revised quote. Hope this helps. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 9:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – we have not heard back on this – so are assuming that donna has in fact received what she needs from the vendor – and that if we do not have other vendors who reply to the notice, we will be able to proceed with awarding the contract.

Please let me know the date the 5 day posting expires.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**(mobile)**

Personal Phone / Ex. 6

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 9:17 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

Donna should already have received either an updated quote or a quote that reflects the revised SOW and that would be good for 30 or 60 days.

Donna can you verify if you have received the information from the vendor? Thanks, Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 9:02 AM

**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Right .. I thought they needed to submit a formal quote so wanted to make sure they knew they needed to do within the 5 days.

If that is not the case, that is fine.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Lynn, Tricia  
**Sent:** Thursday, November 30, 2017 8:58 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody—

We still want to receive a quote from them to review their work and see that it meets our needs. We can do that, right?

--Tricia

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 8:56 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

I am curious as to why you would need to send it to them. This is a public notice to make sure there are no other vendors out there that can do it. If we don't get any responses then we will prepare the award and send that to the vendor. Typically we don't send it to them but since it is public record then if you want to you can. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 8:29 AM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Are we permitted to send to the potential contractor or will OAM do that?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna  
**Sent:** Wednesday, November 29, 2017 12:14 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy

If you go [www.fbo.gov](http://www.fbo.gov) and search by Environmental Protection Agency: Opportunities you will see Special Notice titled Media Support/News analysis service

[www.fedconnect.net](http://www.fedconnect.net) – public opportunities [Media Support/News analysis service](#)

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 29, 2017 11:53 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much .. can you give us the link to the notice? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna  
**Sent:** Wednesday, November 29, 2017 11:52 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy

Special notice posted today at 10:29am. today.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy

**Sent:** Wednesday, November 29, 2017 11:50 AM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi .. do we have an update on this posting? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody

**Sent:** Tuesday, November 28, 2017 3:28 PM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

She was working on a priority for Keith Stewart today. I just found out that she had some additional questions for me about what you all submitted but I have been having issues with my email today so I will provide her a response in the morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Tuesday, November 28, 2017 7:51 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 7:50 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is running late today and I did not receive a status update from her yesterday. I will follow up with you when she gets in this morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Monday, November 27, 2017 4:20 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all –

Can we confirm that this was posted today? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Monday, November 27, 2017 3:23 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,



Can you please provide us with an update on the status of this PR? Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 22, 2017 10:34 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much

Happy thanksgiving

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Wednesday, November 22, 2017 10:09 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Donna is on leave until the 27<sup>th</sup> so it should be posted on the 27<sup>th</sup>. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Tuesday, November 21, 2017 4:50 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – just checking in on this – are we able to post the contract RFP tomorrow?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Gosnell, Jody

**Sent:** Friday, November 17, 2017 8:32 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Once we have the final documents, we will take one final look at them and if everything looks good we will post it. I would like to post it by no later than Wednesday morning. Thanks, Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Thursday, November 16, 2017 1:43 PM

**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks all –

Checking on status of ACC that Michael is working on.

Once that is done, what is our timeline for putting this on 5 day posting?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Lynn, Tricia

**Sent:** Thursday, November 16, 2017 1:38 PM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna—

I apologize...I thought you just needed that so I could put it in the IGCE. Please see the attached email, wherein Definers quotes a price.

That said, they'll still be responding with a formal offer, correct? We're interested in being able to evaluate their work in as they respond to what we've put together in the SOW and instructions to offerors.

Thanks!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 16, 2017 1:28 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC  
**Importance:** High

Hi All

I am still reviewing documents submitted (JOFOC and SOW) but we still need that Quote from the contractor (Definers). If you sent and I missed, I apologize. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Lynn, Tricia  
**Sent:** Monday, November 13, 2017 11:48 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all—

Here's the SOW with the instructions, evaluation, and IGCE included at the end. I'm still waiting for a bit of information from Definers to complete the JOFOC, but I'll send it as soon as I have it.

Thanks everyone!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 11:48 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia

<lynn.tricia@epa.gov>

**Cc:** Gosnell, Jody <Gosnell.Jody@epa.gov>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Michael

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Quarles, Michael

**Sent:** Thursday, November 02, 2017 11:44 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>

**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hello,

I will be attaching this document in lieu of FITARA. Thank you.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Grantham, Nancy

**Sent:** Thursday, November 02, 2017 9:31 AM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks .. I think michael mentioned that we don't need the FITARA – rather he will have a statement re: security issues.

Thanks all

**Nancy Grantham**  
**Office of Public Affairs**

**US Environmental Protection Agency**

**202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna

**Sent:** Thursday, November 02, 2017 9:30 AM

**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>

**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Subject:** Updated Docs for PR-OA-17-00132 NEWS SVC

Hi All

I appreciate everyone coming out so we can continue to progress toward this solicitation. Per our meeting this week I have attached documents to be finalized for the Approved Procurement Plan (APP) (in which Michael would prepare). Please address all issues discussed. Under the additional notes I believe the only item left is getting the FITARA document. Please let Jody or I know if you need further information or any questions for JOFOC or any of these other attachments. Again Thanks.

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

**To:** Stewart, Keith[Stewart.Keith@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Dews, Donna  
**Sent:** Tue 12/5/2017 11:36:20 AM  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning

Ok.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
Dews.donna@epa.gov

---

**From:** Stewart, Keith  
**Sent:** Monday, December 04, 2017 6:32 PM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Brown, Rayna <brown.rayna@epa.gov>  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks let talk tomorrow

Sent from my iPhone  
On Dec 4, 2017, at 4:16 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:

Hi Keith

Yes we got some rebuttals via email and 1 email with a capability statement-we will send to program office once she lets me know. I met with Rayna this morning on how we can get this pre-award moved forward and she will be getting back to me. We did not get a quote from vendor, we got a cost breakdown and she was letting me know if this adequate documentation.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Stewart, Keith  
**Sent:** Monday, December 04, 2017 4:04 PM  
**To:** Dews, Donna <Dews.Donna@epa.gov>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

Hey Donna,

Did we get anything back from the notice? Are we ready for award?

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 9:04 AM  
**To:** Plater, Lottie <Plater.Lottie@epa.gov>  
**Cc:** Stewart, Keith <Stewart.Keith@epa.gov>  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

FYI. See below.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 8:50 AM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>; Gosnell, Jody <Gosnell.Jody@epa.gov>  
**Cc:** Lynn, Tricia <lynn.tricia@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning

I have meeting with Rayna Brown, Manager at 11:30aam regarding next steps after Special Notice was sent to public of intent to sole source:

Clarification from Manager:

- a) After special notice, which closes December 5, 2017 at 10:20am (dated posted 11/29/17) the post is for 5 days per Contracting Officer direction– Next action
- b) I have one capability statement and 2 emails coming against this being a sole source from companies- I did not ask for a capability statement but I believe your office would have to review this capability statement and decline before I proceed with award

**Deliberative Process / Ex. 5**

Deliberative Process / Ex. 5

- c) There is no updated quote (unless it was sent since our last meeting/conversation) that I received from Definers, Corp., **I received a cost breakdown and disclosure of cost in Statement of Work** – I will find out from Manager if this is adequate instead of a quote which was originally the request

After I find out whether I can go ahead with the award I will let you know. If you have questions, please give me a call directly at 202-564-6752. Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 6:53 PM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thx

Sent from my iPhone

On Dec 1, 2017, at 6:50 PM, Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)> wrote:

Hello All,

I apologize that you still have not received a response. I have not received an update on whether a request was ever submitted and/or received for an updated quote. However, during the last meeting we had, you asked what the next steps were and one of the next steps mentioned was once we received the final SOW from Tricia (which we did) Donna would need to request an updated quote from the vendor based on that revised SOW. In addition, prior to that meeting when we originally met to discuss the SOW because the original quote we received was basically a capability statement and it did not reference any parts of that SOW, it was stated then that the vendor would need to provide an updated or revised quote based on the any changes in the SOW. Hopefully, Donna can shed some light on whether she has already received the revised quote or an expected date on when she will receive the revised quote. Hope this helps. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 9:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC



Hi – we have not heard back on this – so are assuming that donna has in fact received what she needs from the vendor – and that if we do not have other vendors who reply to the notice, we will be able to proceed with awarding the contract.

Please let me know the date the 5 day posting expires.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 9:17 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

Donna should already have received either an updated quote or a quote that reflects the revised SOW and that would be good for 30 or 60 days.

Donna can you verify if you have received the information from the vendor? Thanks, Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 9:02 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Right .. I thought they needed to submit a formal quote so wanted to make sure they knew they needed to do within the 5 days.

If that is not the case, that is fine.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**

---

**From:** Lynn, Tricia

**Sent:** Thursday, November 30, 2017 8:58 AM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody—

We still want to receive a quote from them to review their work and see that it meets our needs. We can do that, right?

--Tricia

---

**From:** Gosnell, Jody

**Sent:** Thursday, November 30, 2017 8:56 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

I am curious as to why you would need to send it to them. This is a public notice to make sure there are no other vendors out there that can do it. If we don't get any responses then we will prepare the award and send that to the vendor. Typically we don't send it to them but since it is public record then if you want to you can. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Thursday, November 30, 2017 8:29 AM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Are we permitted to send to the potential contractor or will OAM do that?

Thanks ng

**Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna

**Sent:** Wednesday, November 29, 2017 12:14 PM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy

If you go [www.fbo.gov](http://www.fbo.gov) and search by Environmental Protection Agency: Opportunities you will see Special Notice titled Media Support/News analysis service

[www.fedconnect.net](http://www.fedconnect.net) – public opportunities [Media Support/News analysis service](#)

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy

**Sent:** Wednesday, November 29, 2017 11:53 AM

**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much .. can you give us the link to the notice? Thanks ng

**Nancy Grantham**

**Office of Public Affairs**

**US Environmental Protection Agency**

**202-564-6879 (desk)**

**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna

**Sent:** Wednesday, November 29, 2017 11:52 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy

Special notice posted today at 10:29am. today.

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 29, 2017 11:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi .. do we have an update on this posting? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Tuesday, November 28, 2017 3:28 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

She was working on a priority for Keith Stewart today. I just found out that she had some additional questions for me about what you all submitted but I have been having issues with my email today so I will provide her a response in the morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Tuesday, November 28, 2017 7:51 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Gosnell, Jody

**Sent:** Tuesday, November 28, 2017 7:50 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

**Personal Matters / Ex. 6** and I did not receive a status update from her yesterday. I will follow up with you when she gets in this morning. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Monday, November 27, 2017 4:20 PM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all –

Can we confirm that this was posted today? Thanks ng

**Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  
(mobile)**

**Personal Phone / Ex. 6**

---

**From:** Gosnell, Jody

**Sent:** Monday, November 27, 2017 3:23 PM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Donna,

Can you please provide us with an update on the status of this PR? Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Wednesday, November 22, 2017 10:34 AM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much

Happy thanksgiving

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Gosnell, Jody

**Sent:** Wednesday, November 22, 2017 10:09 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Personal Matters / Ex. 6 so it should be posted on the 27<sup>th</sup>. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy

**Sent:** Tuesday, November 21, 2017 4:50 PM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – just checking in on this – are we able to post the contract RFP tomorrow?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**

Personal Phone / Ex. 6 **(mobile)**

---

**From:** Gosnell, Jody

**Sent:** Friday, November 17, 2017 8:32 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

Once we have the final documents, we will take one final look at them and if everything looks good we will post it. I would like to post it by no later than Wednesday morning. Thanks, Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 16, 2017 1:43 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks all –

Checking on status of ACC that Michael is working on.

Once that is done, what is our timeline for putting this on 5 day posting?

Thanks ng

**Nancy Grantham  
Office of Public Affairs  
US Environmental Protection Agency  
202-564-6879 (desk)  
(mobile)**

Personal Phone / Ex. 6

---

**From:** Lynn, Tricia  
**Sent:** Thursday, November 16, 2017 1:38 PM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Donna—

I apologize...I thought you just needed that so I could put it in the IGCE. Please see the attached email, wherein Definers quotes a price.

That said, they'll still be responding with a formal offer, correct? We're interested in being able to evaluate their work in as they respond to what we've put together in the SOW and instructions to offerors.

Thanks!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 16, 2017 1:28 PM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC  
**Importance:** High

Hi All

I am still reviewing documents submitted (JOFOC and SOW) but we still need that Quote from the contractor (Definers). If you sent and I missed, I apologize. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Lynn, Tricia  
**Sent:** Monday, November 13, 2017 11:48 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Cc:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi all—

Here's the SOW with the instructions, evaluation, and IGCE included at the end. I'm still waiting for a bit of information from Definers to complete the JOFOC, but I'll send it as soon as I have it.

Thanks everyone!

--Tricia

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 11:48 AM  
**To:** Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Michael

Thank you.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center



Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Quarles, Michael  
**Sent:** Thursday, November 02, 2017 11:44 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hello,

I will be attaching this document in lieu of FITARA. Thank you.

Have a great day,

Michael G. Quarles  
Acquisitions and Assistance Manager  
Office of Administrative and Executive Services  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington, DC 20460  
Mail Code 6202A  
(202) 343-9970

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 02, 2017 9:31 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks .. I think michael mentioned that we don't need the FITARA – rather he will have a statement re: security issues.

Thanks all

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Dews, Donna  
**Sent:** Thursday, November 02, 2017 9:30 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Cc:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>  
**Subject:** Updated Docs for PR-OA-17-00132 NEWS SVC

Hi All

I appreciate everyone coming out so we can continue to progress toward this solicitation. Per our meeting this week I have attached documents to be finalized for the Approved Procurement Plan (APP) (in which Michael would prepare). Please address all issues discussed. Under the additional notes I believe the only item left is getting the FITARA document. Please let Jody or I know if you need further information or any questions for JOFOC or any of these other attachments. Again Thanks.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

**To:** Dews, Donna[Dews.Donna@epa.gov]  
**Cc:** Brown, Rayna[brown.rayna@epa.gov]  
**From:** Stewart, Keith  
**Sent:** Mon 12/4/2017 11:31:41 PM  
**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks let talk tomorrow

Sent from my iPhone

On Dec 4, 2017, at 4:16 PM, Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)> wrote:

Hi Keith

Yes we got some rebuttals via email and 1 email with a capability statement-we will send to program office once she lets me know. I met with Rayna this morning on how we can get this pre-award moved forward and she will be getting back to me. We did not get a quote from vendor, we got a cost breakdown and she was letting me know if this adequate documentation.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Stewart, Keith  
**Sent:** Monday, December 04, 2017 4:04 PM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

Hey Donna,

Did we get anything back from the notice? Are we ready for award?

---

**From:** Dews, Donna  
**Sent:** Monday, December 04, 2017 9:04 AM  
**To:** Plater, Lottie <[Plater.Lottie@epa.gov](mailto:Plater.Lottie@epa.gov)>  
**Cc:** Stewart, Keith <[Stewart.Keith@epa.gov](mailto:Stewart.Keith@epa.gov)>  
**Subject:** FW: Updated Docs for PR-OA-17-00132 NEWS SVC

FYI. See below.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Dews, Donna

**Sent:** Monday, December 04, 2017 8:50 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Good morning

I have meeting with Rayna Brown, Manager at 11:30aam regarding next steps after Special Notice was sent to public of intent to sole source:

Clarification from Manager:

- a) After special notice, which closes December 5, 2017 at 10:20am (dated posted 11/29/17) the post is for 5 days per Contracting Officer direction– Next action
- b) I have one capability statement and 2 emails coming against this being a sole source from companies- I did not ask for a capability statement but I believe your office would have to review this capability statement and decline before I proceed with award

Deliberative Process / Ex. 5

## Deliberative Process / Ex. 5

- c) There is no updated quote (unless it was sent since our last meeting/conversation) that I received from Definers, Corp., **I received a cost breakdown and disclosure of cost in Statement of Work** – I will find out from Manager if this is adequate instead of a quote which was originally the request

After I find out whether **Deliberative Process / Ex. 5** I will let you know. If you have questions, please give me a call directly at 202-564-6752. Thank you.

Donna Dews

Contract Specialist

US Environmental Protection Agency

Office of Acquisition Management

HPOD/Program Contract Service Center

Washington, DC 20460

202-564-6752 (DIRECT)

[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

---

**From:** Grantham, Nancy

**Sent:** Friday, December 01, 2017 6:53 PM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>

**Cc:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>

**Subject:** Re: Updated Docs for PR-OA-17-00132 NEWS SVC

Thx

Sent from my iPhone

On Dec 1, 2017, at 6:50 PM, Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)> wrote:

Hello All,

I apologize that you still have not received a response. I have not received an update on whether a request was ever submitted and/or received for an updated quote. However, during the last meeting we had, you asked what the next steps were and one of the next steps mentioned was once we received the final SOW from Tricia (which we did) Donna would need to request an updated quote from the vendor based on that revised SOW. In addition, prior to that meeting when we originally met to discuss the SOW because the original quote we received was basically a capability statement and it did not reference any parts of that SOW, it was stated then that the vendor would need to provide an updated or revised quote based on the any changes in the SOW. Hopefully, Donna can shed some light on whether she has already received the revised quote or an expected date on when she will receive the revised quote. Hope this helps. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Friday, December 01, 2017 9:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Wooden-Aguilar, Helena <[Wooden-Aguilar.Helena@epa.gov](mailto:Wooden-Aguilar.Helena@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi – we have not heard back on this – so are assuming that donna has in fact received what she needs from the vendor – and that if we do not have other vendors who reply to the notice, we will be able to proceed with awarding the contract.

Please let me know the date the 5 day posting expires.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6
------------------------

**(mobile)**

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 9:17 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

Donna should already have received either an updated quote or a quote that reflects the revised SOW and that would be good for 30 or 60 days.

Donna can you verify if you have received the information from the vendor? Thanks, Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 9:02 AM  
**To:** Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Right .. I thought they needed to submit a formal quote so wanted to make sure they knew they needed to do within the 5 days.

If that is not the case, that is fine.

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  

Personal Phone / Ex. 6

**(mobile)**

---

**From:** Lynn, Tricia  
**Sent:** Thursday, November 30, 2017 8:58 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Jody—

We still want to receive a quote from them to review their work and see that it meets our needs. We can do that, right?

--Tricia

---

**From:** Gosnell, Jody  
**Sent:** Thursday, November 30, 2017 8:56 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy,

I am curious as to why you would need to send it to them. This is a public notice to make sure there are no other vendors out there that can do it. If we don't get any responses then we will prepare the award and send that to the vendor. Typically we don't send it to them but since it is public record then if you want to you can. Jody

*Jody Gosnell  
Contracting Officer/Team Leader  
Headquarters Procurement Operations Division  
Office of Acquisition Management  
Office: (202) 564-4353  
Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

---

**From:** Grantham, Nancy  
**Sent:** Thursday, November 30, 2017 8:29 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Cc:** Brown, Rayna <[brown.rayna@epa.gov](mailto:brown.rayna@epa.gov)>; Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Are we permitted to send to the potential contractor or will OAM do that?

Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna  
**Sent:** Wednesday, November 29, 2017 12:14 PM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy

If you go [www.fbo.gov](http://www.fbo.gov) and search by Environmental Protection Agency: Opportunities you will see Special Notice titled Media Support/News analysis service

[www.fedconnect.net](http://www.fedconnect.net) – public opportunities [Media Support/News analysis service](#)

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)

---

**From:** Grantham, Nancy  
**Sent:** Wednesday, November 29, 2017 11:53 AM  
**To:** Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks much .. can you give us the link to the notice? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Dews, Donna  
**Sent:** Wednesday, November 29, 2017 11:52 AM  
**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Nancy

Special notice posted today at 10:29am. today.

Donna Dews  
Contract Specialist  
US Environmental Protection Agency  
Office of Acquisition Management  
HPOD/Program Contract Service Center  
Washington, DC 20460  
202-564-6752 (DIRECT)  
[Dews.donna@epa.gov](mailto:Dews.donna@epa.gov)

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**From:** Grantham, Nancy  
**Sent:** Wednesday, November 29, 2017 11:50 AM  
**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>  
**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi .. do we have an update on this posting? Thanks ng

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

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**From:** Gosnell, Jody



**Sent:** Tuesday, November 28, 2017 3:28 PM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

She was working on a priority for Keith Stewart today. I just found out that she had some additional questions for me about what you all submitted but I have been having issues with my email today so I will provide her a response in the morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

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**From:** Grantham, Nancy

**Sent:** Tuesday, November 28, 2017 7:51 AM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Thanks

**Nancy Grantham**  
**Office of Public Affairs**  
**US Environmental Protection Agency**  
**202-564-6879 (desk)**  
**Personal Phone / Ex. 6 (mobile)**

---

**From:** Gosnell, Jody

**Sent:** Tuesday, November 28, 2017 7:50 AM

**To:** Grantham, Nancy <[Grantham.Nancy@epa.gov](mailto:Grantham.Nancy@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna <[Dews.Donna@epa.gov](mailto:Dews.Donna@epa.gov)>; Quarles, Michael <[Quarles.Michael@epa.gov](mailto:Quarles.Michael@epa.gov)>

**Subject:** RE: Updated Docs for PR-OA-17-00132 NEWS SVC

Hi Nancy,

**Personal Matters / Ex. 6** and I did not receive a status update from her yesterday. I will follow up with you when she gets in this morning. Jody

*Jody Gosnell*  
*Contracting Officer/Team Leader*  
*Headquarters Procurement Operations Division*  
*Office of Acquisition Management*  
*Office: (202) 564-4353*  
*Email: [gosnell.jody@epa.gov](mailto:gosnell.jody@epa.gov)*

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**From:** Grantham, Nancy

**Sent:** Monday, November 27, 2017 4:20 PM

**To:** Gosnell, Jody <[Gosnell.Jody@epa.gov](mailto:Gosnell.Jody@epa.gov)>; Lynn, Tricia <[lynn.tricia@epa.gov](mailto:lynn.tricia@epa.gov)>; Dews, Donna